

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2007
RANGE: 38.5
CLASSIFIED
CODE: 2, 4, 7

MAIL COURIER/DRIVER

DEFINITION

Under general supervision, the Mail Courier/Driver will receive, sort, process, and deliver United States mail and County Office mail;

pick up and deliver equipment, furniture, and other supplies;

perform a variety of related record control;

do other related work as required.

EXAMPLES OF DUTIES

Pick up United States mail from post office;

sort United States and interoffice mail for delivery;

deliver incoming United States mail to post office;

understand operation of computerized postal mail/meter system;

process bulk mail for post office mailing;

maintain postal mail/meter machine in good working condition;

weigh and attach proper postage to outgoing mail;

receive, sort, process, and deliver incoming and outgoing UPS packages;

deliver deposits of large sums of money (cash and checks) to bank;

pick up and deliver a variety of production items to various sites;

may deliver materials to Board members;

pick up and deliver letters, messages, packages, documents, interdepartmental and office memoranda, and other items;

maintain simple records.

QUALIFICATIONS

Knowledge of:

United States postal regulations, forms, and rates as they apply to registered, certified, special delivery, regular, and bulk mailing;

computerized meter/mail system;

district mail procedures and policies;

basic office procedures, including simple filing;

routine record management;

safe working methods and conditions.

Ability to:

Operate computerized meter/mail system;

sort mail and other items by location with speed and accuracy;

lift up to 50 pounds;

proofread information for completeness and accuracy;

perform routine clerical and moderately heavy manual work;

understand and carry out written and oral instructions;

establish and maintain effective working relationships;

communicate effectively orally.

Experience:

Work experience involving sorting and distributing large quantities of mail required.

Experience operating a delivery vehicle required.

Postal service experience desired.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

Passage of a pre-employment physical.

Obtain a clear certificate of Tuberculosis.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/23/15

G:\Mail Courier Driver.doc