

RANGE N02

**JTC NO. TO1
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: District Courier

DATE PREPARED: Spring 2014

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY: Responsible for daily collection and distribution of mail, film, books, payroll, and supplies to all district locations and colleges on a regularly scheduled basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Collects, sorts, and distributes mail, checks, other valuable documents, film, books, and equipment supplies to district offices and colleges on a daily schedule.

Maintains a daily log of deliveries and vehicle mileage.

Conducts daily visual inspections and periodic preventive maintenance check on assigned vehicle. Makes minor repairs and reports problems to the supervisor.

Performs special errands as assigned.

Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Graduation from high school plus two years' courier experience.
- Ability to communicate effectively and courteously with individuals from diverse backgrounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Must have a good driving record, a valid driver's license and two years' experience in mail/package handling/deliveries.
- Knowledge of and ability to perform general automobile preventive maintenance.
- Strong knowledge and experience providing effective customer service.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Drivers must undergo the District's driving training and become a designated driver for the District.

Created 05/2014 – emm
Revised: 04/2015 – emm
Revised: 12/2016 - emm
ADA/tmm 09.25.18