



Mail Courier 2

Category: Classified
Pay Grade: C14
Job Code: 18508

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs work distributing mail, materials, and equipment throughout the County and affiliated organizations; maintains a pickup and delivery schedule throughout the County in keeping with established procedures; performs light to medium physical labor lifting and carrying items associated with mail, supplies, and other items; may drive over 100 miles a day and carry large sums of checks and cash; performs clerical related functions when not engaged in courier activities. Responsible for the documenting, counting, and auditing of cash receipts against the expected cash results report. Position requires a high level of attention to detail and involves the use of arithmetic and financial concepts.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Sorts mail, parcels, and other materials according to delivery routes and schedules and breaks down and repackages bulk quantities of mail for appropriate distribution;
- Makes pickups and deliveries at pre-determined locations throughout the County in accordance with department policy;
- Carries large sums of cash and other negotiable items, writes receipts for articles received, and is held accountable for safe delivery of funds;
- Responsible for audit and reconciliation of large batches of currency;
- Prepare deposit documents and cash reporting documents;
- Operates a County motor vehicle for scheduled delivery and pick up at designated locations throughout Pinellas County, schedules motor vehicle in accordance with established policies for maintenance, and schedules alternate transportation during usual vehicle maintenance periods or emergency repairs;
- Tends to the Cale Parking Meters, including regularly retrieving money from the machine, performing minor maintenance as needed, responding to the software error codes, and reporting any complex mechanical or software issues to the appropriate person;
- Performs clerical duties as necessitated by work flow or operational demands;
- Operates FedEx and UPS computer shipping systems;
- Trains new hires on the functions of the courier and mail room;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of motor vehicle operator work and that includes one (1) year of cash handling experience or formal training in cash handling; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of main thoroughfares and governmental centers in the County;
- Knowledge of traffic and other regulations governing the use of a motor vehicle and of the occupational hazards and safety precautions in the operation of motor vehicles.
- Ability to operate a motor vehicle safely and keep associated records and possession of sufficient physical strength and ability to load and unload relatively heavy parcels, boxes, and sacks;
- Ability to use small office equipment and computers;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.