

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6775
Pay Grade: D08

FLSA: Non-Exempt

MAIL COURIER II

MAJOR FUNCTION:

Performs lead supervisory work of a manual and clerical nature serving as a messenger within and between School Board facilities. Trains other mail couriers and coordinates duties. Uses independent judgment in solving normal daily problems. Work is performed under general direction and reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Provides lead direction; trains and instructs mail couriers; coordinates duties of employees.
- Provides regular messenger service in a vehicle or on foot between School Board facilities; picks up and delivers mail, materials, daily receipts, CD's, DVD's, forms, and equipment.
- Sorts and addresses mail for proper delivery.
- Keeps routine records and prepares simple reports; completes routine clerical duties, as assigned.
- Operates a light truck or van and applies safe operating procedures; utilizes knowledge of countywide school locations.
- Performs stock clerk functions for Warehousing Department, as required.
- Applies knowledge of departmental policies and procedures, in performing routine office duties.
- Performs related work, as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED, plus two (2) years of progressively responsible mail delivery experience performing most of the duties and responsibilities stated above, or an equivalent combination of education, training, and experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 11/79 SSN; REVISED: 1/87 MW; BOARD APPROVED: 2/11/87; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED D&R & WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Mail Courier II

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data	X				
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job				X	