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| *Ware County School System*Job DescriptionClassified Personnel |
| Site: | Central Office |
| Position Title: | Mail Courier |
| Reports To: | Warehouse Supervisor |
| Work Year: | 190 |
| FLSA Status: | [ ]  Exempt | [x]  Non-Exempt |
| Primary Function: | This support services position is responsible for sorting and delivering mail and other materials to various school sites and other school system sites; may perform other warehouse functions as needed. Responsible for maintaining adequate logs and documents to support receipt and deliveries of mail, small packages and interoffice communications |
| Qualifications: |       |
| [ ]  | Educational Level:  | High School Diploma or its equivalency; prefer experience in mail room or as a messenger. |  |  |
| [ ]  | Certification/Licensing:  | A Valid GA Driver's License |
| [ ]  | Proficiency Skills:  | Ability to read and follow written and oral directions; ability to write legibly; working knowledge of postal service regulations and package service policies; good driving skills; good clerical skills, inter-office communications, good telephone skills. Ability to organize and schedule deliveries/pickups, etc.  |
| [ ]  | Personal Skills:  |  Strong time management and organizational skills. Ability to work with others and to take direction and advice in a positive manner.  |
| [ ]  | Physical Skills:  | Health and physical condition that will permit walking short distances, stooping, heavy lifting, reaching driving and working under adverse conditions; stamina to perform essential duties. |  |  |
| Essential Duties: |  |  |
| 1. | Maintains a pattern of prompt and regular attendance.  |
| 2. | Demonstrates appropriate communication skills as applicable for the job. |
| 3. | Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service. |
| 4. | Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner. |
| 5. | Shows initiative and assumes responsibility for all aspects of job responsibilities. |
| 6. | Performs routine duties and tasks with little or no direct supervision. |
| 7. | Limits personal business and phone calls to a minimum during work hours. |
| 8. | Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness. |
| 9. | Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements. |
| 10. | Maintains confidentiality of sensitive information and materials. |
| 11. | Maintains a professional appearance as appropriate for job responsibilities. |
| 12. | Exhibits time on task, a flexible, cooperative and hard-working attitude. |
| 13. | Takes direction and guidance from supervisors in a cooperative manner. |
| 14. |  Ensures that all materials being transported are not lost, stolen or damaged  |
| 15. | Delivers and picks up mail and materials from school sites and other school system sites. |
| 16. | Answers inquiries from school system employees regarding mail and package service policies. |
| 17. | Prepares orders for books or other materials for processing. |
| 18. | Separates bulk mailings to ensure lowest possible postal rates. |
| 19. | Picks up mail from and delivers mail to post office. |
| 20. | Makes special or emergency deliveries and pickups as required. |
| 21. | Maintains and services the mail vehicle. |
| 22. | Maintains routing records on all deliveries. |
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|  | Important NotesESSENTIAL DUTIES**Job descriptions** are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job**. Every employee has a duty to perform all assigned tasks. *(An employee who is a assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.**QUALIFICATIONS**In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process. |

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| I acknowledge the duties of this job and understand the responsibilities required of the position. |
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| Print Employee’s Name |  | Date |  | Signature of Employee |
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Print Supervisor/Principal Name Date Signature of Supervisor/Principal

Date Adopted: