

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COURIER **GRADE:** 05

TITLE ABBREVIATION: COURIER **TITLE NO.:** 6214

JURIS. CL: NC **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: VARIOUS **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe and economical operation of a motor vehicle to transport passengers and/or to deliver materials. In addition, incumbents in this class are expected to perform routine service tasks on the vehicle. Work is performed under general supervision with latitude to exercise independent judgement in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates a motor vehicle transporting passengers and/or delivering materials; at Office for the Aging, delivers meals for Senior Dining Program; at Social Services, may be responsible for the care of young children while transporting to appointments;
2. Picks up and delivers a wide variety of materials including but not limited to confidential mail, checks, forms, packages, light supplies and computer print outs;
3. Attends to errands requiring use of vehicle;
4. May sort incoming mail and distribute to appropriate divisions within a department/building.
5. May process outgoing mail, applying postage, processing registered and certified items, and delivering to post office;
6. Checks oil, cleans and gasses vehicle on a timely basis;
7. Checks operating condition of vehicle before starting a trip and reports any mechanical defect to supervisor;
8. May make bank deposits;
9. May perform occasional clerical duties such as record keeping, filing duplicating, etc.;
10. May coordinate appointments or visits between client and relevant party;
11. May be required to provide relief phone coverage;
12. When assigned to General Services, performs functions such as separating and batching of computer forms and reports using burster and decollator;

13. When assigned to Department of Social Services, may perform building service work;
14. When assigned to Veterans Service Agency, may perform groundskeeping duties;
15. When assigned to the Department of Residential Health Care Services, transports residents to in-house medical appointments;
16. When assigned to Office for the Aging, assists with packing food items for home-delivered meals, performs simple housekeeping chores and follows safety procedures in the lifting, pushing, transferring and use of equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of light motor vehicles; good knowledge of driving safety practices, traffic laws and regulation; working knowledge of Orange County geography and roads; ability to operate automotive equipment under all driving and road conditions; ability to make minor repairs to the vehicle; ability to follow safety procedures when handling chemical cleaning supplies; ability to understand and follow simple instructions both orally and in writing; mechanical aptitude; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possess and maintain a valid driver's license appropriate for the kind and size of motor vehicle to be operated.

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE DEPARTMENT OF SOCIAL SERVICES AND OFFICE FOR THE AGING: Must possess the ability to bend, lift and carry 50 pounds.

REVISED: 4/22/2022 AT