

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** COURIER

**TITLE #:** 1198

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for collecting and delivering mail, supplies and/or other materials to the various office or buildings in a town, village or school district. Work is performed under general supervision in accordance with well-defined procedures although detailed instructions are given for new or unusual assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Delivers films, slides, records and other audiovisual equipment to schools within a school district or to participating school districts within BOCES;

Picks up goods or supplies at assigned posts within the district and delivers to assigned posts;

Picks up and delivers food and non-food items from preparation kitchens and delivers to satellite schools or for the Senior Dining Program;

Performs miscellaneous errands as directed such as making daily bank deposits;

Delivers all incoming mail to the main office and assists in sorting it;

Distributes mail and inter-office correspondence to and from the various offices within the municipality or school district;

Transports mail to and from the Post Office including boxes and other heavy materials.

May deliver daily attendance sheets to appropriate authorities.

May participate in building cleaning tasks on an as needed basis.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of driving safety practices and traffic laws and regulations; working knowledge of postal terminology and procedures; ability to read and write; ability to understand and follow oral and written instructions; dependability; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Must possess and maintain a valid driver's license in a class appropriate to the requirements of the appointing authority.

**JURISDICTIONAL CLASS:** Non-Competitive

**REVISED:** 04/03/17 hm