

## MAIL COURIER

Job Code	Pay Grade
18506	CL6

### Nature of Work

This is routine work distributing mails, materials and equipment throughout the County and affiliated organizations.

Employees in this class are responsible for maintaining a pick-up and delivery schedule throughout Pinellas County in keeping with established procedures. Duties include performing 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, and performs clerical related functions when not engaged in courier activities.

### Minimum Qualification Requirements

- 1 year of motor vehicle operator work experience; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are 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 pick-ups and deliveries at pre-determined locations throughout Pinellas 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.
- 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.
- Performs clerical duties as necessitated by work flow or operational demands.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of main thoroughfares and governmental centers in Pinellas 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.

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Revised	EEOC Code	Overtime Code
11/15	Administrative Support	Classified