

**Enterprise Elementary School District
Job Description**

Job Title: Courier (Classified Position)
Department: District Office
Reports To: Chief Business Official
Range: B
Prepared By: Assistant Director of Human Resources
Prepared Date: June 2, 2010
Approved By: Board of Trustees
Approved Date:

DEFINITION – Under the general supervision of the Chief Business Official, serves as a courier in the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Provides messenger and courier service between the various schools in the District, District Office, businesses and other locations as may be designated.
- Mail, material and equipment distribution.
- Carry and facilitate District bank deposits.
- Other duties as assigned as reasonably relate to the duties of a District Courier.

QUALIFICATIONS - To perform this job successfully, an individual must maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. Must possess a valid California driver's License and be able to provide a reliable private vehicle to perform the courier duties. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with staff and members of the public; must be able to follow directions of the staff in the specific duties as outlined above.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - Valid California driver's license.

OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 20 pounds. Occasionally individually lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Mark R. Bann
CSEA President

6-9-10
Date

[Signature]
Superintendent

6/15/10
Date

[Signature]
Board Approval (Clerk)

8/4/10
Date

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