

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Courier**

**Division:** Recreation & Community Services

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### **Summary:**

Under supervision, makes pickup and delivery of District inter-office mail, supplies, and equipment, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Operates District or personal vehicle to pick up and deliver materials and documents from various sites on a daily basis.
- Operates postage machine and maintains usage records.
- Maintains recreation division office supplies inventory.
- Files office supply requisitions.
- Maintains a supply of district forms and replenishes stock as necessary.
- Moves transportable equipment among district locations as requested.
- Picks up money from centers, and delivers it to Administration office.

### **Other Duties and Responsibilities:**

- Maintains current forms manual.
- Services vehicle driven, such as checking fluid levels, replenishing fuel, and notifies supervisor of problems with vehicle or schedule.
- Performs related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Any combination equivalent to experience and education that could likely provide the skills necessary to perform required duties is qualifying.

#### **Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence. Ability to present information in one on one and small group situations to customers and other employees.

**Math Ability:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates and Licenses:**

California Driver's License, with a good driving record.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is regularly exposed to moving mechanical parts; outdoor weather conditions. The employee is occasionally exposed to high, precarious places; risk of electrical shock. The noise level in the environment is moderate.

**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. \*

While performing the duties of this job the employee is regularly required to stand; sit; walk; use hands to finger, handle, or feel; talk or hear. The employee is frequently required to sit; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee is frequently required to lift up to 50 pounds. The vision requirements are limited to those required for driving.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Courier  
JD1009 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*