

# Courier

## Position Description

**Status**

Full-Time, Nonexempt

**Compensation**

A11

**Bargaining Unit**

GELC - General Unit

**Reports to**

Deputy Facilities Director

**Supervises**

None

**Position Category**

Generalist

**Summary**

This position provides mail services to all County departments and agencies including picking up incoming mail from the post office, sorts and delivers. Processes and delivers outgoing mail to the post office.

**Essential Functions**

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

1. Pick up, sort incoming mail from the post office, and deliver to various departments. Also, deliver inter-office mail.
2. Process mail through mail machine and deliver to post office.
3. Deliver paper to various departments. Orders paper when necessary.
4. Bill certain departments for paper, courier services, and postage usage.

**Competencies**

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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 express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and other locations to perform necessary job duties.

## **Required Education and Experience**

1. High School Graduation or equivalent.
2. One (1) year experience with mail and mail machine.
3. Valid Driver's license. Must possess and maintain excellent driving record.

## **Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_