

**CLASS SPECIFICATION FOR**  
**Courier**

**GENERAL STATEMENT OF DUTIES:** Sorts and delivers mail and other materials to various County buildings or agencies on a walking or motor route or drives agency/program clients; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class will be assigned either to duties in the main mailroom or to the pick up and delivery of a variety of materials and packages between buildings, other County agencies and offices, and outside organizations and businesses; or the employee transports an agency's clients to and from program sites. In addition, the incumbent may perform related routine clerical tasks such as filing, filling out forms, answering the telephone, photocopying and sometimes simple typing. Work is closely monitored by the supervisor, but an incumbent on a motor route will work independently for the greater portion of a work day.

**EXAMPLES OF WORK** (illustrative only):

- Sorts all mail incoming from USPS, UPS, and County agencies and prepares it for distribution;
- On a walking or motorized route, delivers and picks up mail and materials from other County buildings and agencies;
- Prepares mail and meters electronically for each agency or department;
- Pulls accounting tape from postage meter daily, posting and reconciling charges for each account;
- Prepares monthly postage charges for IDT billing;
- Answers inquiries from County employees regarding mail and package service policies;
- May prepare orders for books or other materials for processing;
- Separates bulk mailings to ensure lowest possible postal rates;
- Picks up mail from and delivers mail to the U.S. Post Office;
- Loads and unloads mail and other materials from van or truck;
- Makes special or emergency deliveries and pickups as requested;
- May pick up from and deliver to outside organizations and businesses contract supplies and materials;
- May open, sort, count and repackage materials and supplies to deliver;
- Files information alphabetically, numerically and/or chronologically;
- May transport clients or program participants to and from appointments and meetings;
- Answers telephone;
- May drive delivery truck;
- Performs related work as assigned.

**REQUIRED, KNOWLEDGE, SKILLS AND ABILITIES:** Ability to read and to follow written and oral instructions; ability to write legibly; working knowledge of postal service regulations and package service policies; ability to make mathematical calculations; good driving skill; ability to work independently and to meet deadlines; good interpersonal skills; health and physical condition that will permit walking long distances, stooping, heavy lifting, reaching, driving and occasional work under adverse temperatures and/or weather conditions.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school with some work experience in a mailroom, as a messenger, or as a driver/chauffeur (depending upon position to which assigned); OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Requires possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.