

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## COURIER

<b>JOB CODE: 60063</b>	<b>PAY GRADE: 5</b>	<b>PAY RANGE: \$26,000 - \$40,320</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Purchasing Property Clerk Supervisor, performs work routine in nature in the scheduled distribution of official agency mail, materials and equipment throughout the sections and divisions of the Sheriff's Office and affiliated organizations, by driving an assigned vehicle. Work also includes routine activities in handling court documents, official bank checks and other official documentation, and in maintaining records and logs of these transactions. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Sorts mail, parcels, and other materials according to destination address; breaks down and repackages bulk quantities of both U.S. mail and inter-office mail for appropriate distribution; picks up and delivers at predetermined locations based on a set schedule, and in accordance with PCSO policy and agreements with other affiliated organizations;
- Operates an assigned motor vehicle for scheduled deliveries and pick-ups at designated locations throughout Pinellas County;
- Picks up equipment and supplies from local merchants and delivers to appropriate location as directed by supervision;
- 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;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

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## QUALIFICATIONS

- High School Diploma or G.E.D.
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic, state laws, rules and regulations governing the use of motor vehicles
- Knowledge of main thoroughfares and governmental centers in Pinellas County
- Ability to maintain a schedule of pick-ups and deliveries in accordance with a previously established plan
- Ability to maintain routine records
- Ability to perform light to medium manual labor and to lift supplies and mail on a daily basis
- Ability to sort and distribute mail and parcels according to destination address
- Ability to establish good relations with other employees, supervisors, and the general public
- Ability to work independently with limited supervision
- Time management, organizational and problem solving skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Tolerate adverse weather conditions, i.e. extreme heat, heavy rain, etc.
- Sit up to 1 hour per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 4 hours per day
- Continuously lift up to 50 lbs.
- Continuously bend, squat, climb, reach, kneel, or twist