NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **JOB DESCRIPTION**	

Job Title:	Courier	Range:	27
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for delivering bulk mail, packages, instructional materials, supplies, furniture and equipment to and from departments and facilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Retrieves mail and packages received by U.S. Post Office for distribution and sorting among the departments; delivers outgoing U.S. mail to area post offices; picks up and delivers mail and packages for various departments and outside locations.
2.	Prepares orders for delivery from warehouse; picks up and delivers supplies, furniture and equipment at various locations.
3.	Communicates with District personnel and outside vendors to schedule deliveries and pick-ups.
4.	Delivers bank deposits to financial institutions; maintains accurate records and files of all delivery tags.
5.	Maintains a variety of records related to the receipt, return and inventory of warehouse stock.
6.	Operates delivery vehicles and a variety of hand tools to perform warehouse and delivery activities.
7.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
8.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
9.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Courier may also assist the print shop personnel in various duties, including operating printing machinery and shrink-wrapping items.

WORKING RELATIONSHIPS

The Courier maintains frequent contact with various departments and personnel, U.S. Post Office personnel and outside vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED
Sufficient training and experience to demonstrate the knowledge, skills and abilities listed below
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the usage and terminology of requisitions, purchase orders, invoices and other warehouse documents
Knowledge of health and safety regulations
Knowledge and ability to apply Interpersonal skills using tact, patience and courtesy
Knowledge of the proper methods of storing equipment, materials and supplies
Knowledge of the proper methods of loading and unloading trucks
Ability to perform heavy physical labor
Ability to operate a forklift and delivery vehicles using safe driving techniques
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver's License
May require forklift certification

WORKING CONDITIONS
District supply warehouse and traveling from site-to-site to deliver materials; subject to lifting heavy items (up to 70 pounds unassisted), standing and walking.