



**Columbia County School District**  
Job Description

<b>Position Title:</b> System Mail Courier		
<b>Department:</b> Warehouse	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Warehouse Manager in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> General Services Salary Schedule, Grade F	<b>Pay Type:</b> Non-Exempt	<b>Retirement:</b> Public School
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Warehouse Manager		

**MINIMUM QUALIFICATIONS**

**Education:** High school graduate, a valid Georgia driver's permit.

**Essential Knowledge/Skills:** 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 skills; 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 working under adverse conditions; or any equivalent combination of experience and training that would provide the required knowledge, skills, and abilities.

**Experience:** Work experience in a mail room or as a messenger.

**GOAL**

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

**REPRESENTATIVE DUTIES & RESPONSIBILITIES**

- This support services position is responsible for sorting and delivering mail and other materials to various school sites and other school system sites; may perform other warehouse functions as needed. Each of the programs must be inducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as all local policies, and state and federal statutes.
- Sorts all incoming mail and other materials and prepares it for distribution.
- Delivers and picks up mail and materials from school sites and other school system sites.
- Answers inquiries from school system employees regarding mail and package service policies.
- Prepares 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 post office.
- Makes special or emergency deliveries and pickups as required.
- Maintains and services the mail vehicle.
- Maintains routing records on all deliveries.
- Ensures that all materials being transported are not lost, stolen or damaged.
- Performs related duties assigned by the Warehouse Manager.

**IMPORTANT NOTES**

**ESSENTIAL DUTIES**  
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if

seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** March 1995