

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MAIL COURIER

<b>JOB CODE: 60046</b>	<b>PAY GRADE: 07</b>	<b>PAY RANGE: \$31,775 - \$50,840</b> <b>STARTING PAY: \$37,440</b>
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### GENERAL DESCRIPTION

Under the general direction of a supervisor, this position performs work that is routine in nature comprised of mailroom duties and/or the scheduled distribution of official agency mail, materials and equipment throughout the bureaus and divisions of the Sheriff's Office and affiliated organizations by driving an assigned vehicle. Members are expected to demonstrate knowledge of United States Postal Service regulations. Work also includes routine activities in processing court documents, official bank checks, and other official documentation, and maintain documentation of transactions. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Answers inquiries regarding shipping or mailing policies and with determining the most cost effective and efficient method to mail items
- Sorts and routes incoming mail and collects outgoing mail, using carts as necessary
- Affixes postage to packages and letters using postage machine
- Determines manner in which mail is to be sent, and prepare for delivery to mailing facilities
- Sorts mail, parcels, and other materials according to destination address
- Breaks down and repackages bulk quantities for both U.S. Mail and interoffice mail for appropriate distribution
- Picks up and delivers courier items at predetermined locations based on set schedule using assigned agency vehicle
- Contacts bureaus or divisions when large parcels have arrived and should be retrieved
- Processes mail and packages for County Departments within the building
- Maintains and orders postage related supplies
- Maintains procedures and distribution folders and bulletin board charts
- Schedules assigned agency vehicle in accordance with established policies for maintenance, and schedules alternate transportation during usual vehicle maintenance periods or emergency repairs
- Updates member changes on mailroom slots
- Performs clerical duties as required by workflow or operational demands
- Regular and reliable attendance is required as an essential function of the position

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- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- 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 be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

## **QUALIFICATIONS**

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business English, spelling, and arithmetic
- Knowledge and application of general office practices and procedures
- Ability to operate standard office equipment, such as computer, copy machine, calculator and label maker
- Ability to maintain accurate records, logs, and files
- Time management skills
- Interpersonal skills
- Verbal and written communication 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:

- Sit up to 7 hours per day
- Stand up 4 hours per day
- Walk up to 3 hours per day
- Frequently lift up to 20 lbs.
- Occasionally lift up to 25 lbs.
- Frequently bend, squat, reach, kneel and twist