

SNOHOMISH COUNTY JOB DESCRIPTION

COURIER

Spec No. 8007

BASIC FUNCTION

To provide mail delivery service for the Public Works Department, Airport, Medical Examiner, Emergency Management, Parks, Fairgrounds and others.

STATEMENT OF DUTIES

1. Picks up and delivers mail at all Public Works locations; loads, unloads and operates a county vehicle on an assigned daily route.
2. Delivers materials and merchandise as directed, which may include pickup and delivery of payroll checks, accounts payable checks, various warrant checks and deposits of cash and checks to the Treasurer.
3. Files materials alphabetically, numerically and/or chronologically; retrieve materials from files as requested; operate photocopy machine; performs other routine clerical duties.
4. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any combination of training and/or experience that provides the required knowledge and abilities. Six (6) months experience in delivery and/or messenger work is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

A job offer for employment may be conditioned on satisfactory results of a post-offer medical examination or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- defensive driving practices and procedures
- the geography and roads system of Snohomish County

Ability to:

- use a detailed map to efficiently locate addresses
- perform routine manual labor tasks including lifting objects weighing up to eighty (80) pounds
- drive skillfully and safely in all weather conditions
- follow oral and written instructions

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KNOWLEDGE AND ABILITIES (Continued)

- read, understand and comply with safety rules and regulations
- work independently and complete service routes
- establish and maintain effective work relationships with superiors, co-workers, vendors, and with the general public
- count and verify cash and check amounts
- take responsibility to provide necessary customer services, being accountable for prompt and accurate deliveries of mail, merchandise, checks, cash and supplies
- track assigned vehicle mileage and service needs, keeping vehicle in good operating and clean condition
- anticipate the needs of customers including re-stocking of supplies
- provide friendly, timely and thoughtful customer service
- provide training to regular employees to provide service coverage for vacation and sick leave

PHYSICAL EFFORT

Loading and unloading a vehicle and moving objects' weighing up to eighty (80) pounds is required. Moving between a county vehicle and mail sites is required. Operation of standard office equipment is required.

SUPERVISION

The employee receives limited supervision from a supervisor or administrative superior as assigned. Most of the work is routine and recurring in nature; the employee receives additional, specific instruction for new or unusual assignments.

WORKING CONDITIONS

Pick up and delivery work involves extensive travel to locations throughout the county, where the employee is exposed to hazards resulting from traffic and inclement weather. May be required to work a flexible schedule to provide required services as needed. Office work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1988
Previous Spec No. 921952
Revised: August 2011
EEO Category: 8 – Service
Pay Grade: 228 – Classified Pay Plan
Workers Comp: 1501 Hazardous