

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COURIER / MAIL ROOM LEAD

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Four (4) years experience in courier / mail room operations.
- Appropriate valid Florida driver's license for vehicle(s) driven and demonstrated record of safe driving.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Seminole County geographic area.
- Basic computer keyboard skills including knowledge of basic office software applications, i.e. Microsoft Word and Excel.
- Knowledge of mail processing equipment and mail / parcel pricing schedules.

SUPERVISION

REPORTS TO Manager of Distribution Services
SUPERVISES No supervisory duties

POSITION GOAL

Coordinate the daily operations of District mail room and the pick-up and delivery of mail and small parcels utilizing District couriers and external carriers throughout the District.

PERFORMANCE RESPONSIBILITIES

1. *Collaborate in the development of all routes and schedules for maximum efficiency.
2. *Organize and coordinate the sorting of all internal mail, USPS mail, and parcel shipments.
3. *Prepare and process all outbound mail and package shipments utilizing external carriers (USPS, UPS, FedEx, etc.) as needed. Divert bulk mail to designated mail processor where applicable.
4. *Pick-up and deliver mail / parcels to designated cost centers and post office as assigned.
5. *Maintain cost records of services performed for each cost center. Monitor and request replenishment of Postal accounts as needed.
6. *Monitor and adjust scheduled routing and tasks of the courier staff as needed; confirm that all sign sheets have signatures and forward to correct department.
7. *Handle confidential information and/or high value documents/items, including cash.
8. *Clean and are for his/her assigned vehicle.
9. *Serve as designated building maintenance and alarm system contact.
10. *Coordinate special delivery of Board packages, making deliveries as needed.
11. Perform other duties as assigned by the Manager of Distribution Services.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Standard office and mail processing equipment.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AS-C3 \$34,053 - \$60,474
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40.0
Annual Hours 2064

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	18
EEO-5 Line	52
Function	7760
Job Code	1634
Survey Code	77644

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

November 22, 2011

ADA Information Provided by Barry Boyer
Position Description Prepared by Barry Boyer