

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Courier
Job Code: 8162
Pay Grade: 34
FLSA Status: Non - exempt



PURPOSE OF CLASSIFICATION:

Performs as the courier for a superior court department, collects, transports, and delivers court documents and lab specimens using county vehicles. Performs clerical support tasks of a routine difficulty, interfaces with the general public, and performs related tasks as required.

ESSENTIAL FUNCTIONS:

- Monitors incoming mail daily by reading, screening, and distributing or packaging for delivery.
- Establishes and maintains a routine for checking, collecting, and transporting court documents and important deliveries between court facilities and community agencies.
- Operates County vehicles to transport mail and a variety of confidential court materials.
- Stamps, sorts, and distributes incoming mail and sorts, seals, and affixes postage to outgoing mail.
- Responds to staff and general public inquiries concerning department or court procedures, activities, and services, and researches information as necessary.
- Provides office support to include receiving visitors, telephone calls, determining the nature of business and forwarding to the correct individual, work unit, or department.
- Provides clerical support to include sorting documents for filing, typing routine forms, reports, letters, and envelopes, and the data entry of information into online records.
- Operates office equipment such as desktop computer, facsimile machine, photocopier, calculator, and postage equipment.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May perform receptionist duties on an as needed basis and operate a multiple line telephone system.
- May perform other clerical related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of office practices and procedures in a professional office environment.
- Must have knowledge in the use of business English, punctuation, grammar, and spelling.
- Must have the skills to interface with the public and coworkers in a professional manner.
- Must have the skills to operate various office machines and equipment, such as photocopier, desktop computer, telephone system, calculator, and postage equipment.
- Must have the ability to file and maintain filing systems and the ability to type, edit, copy, and distribute a variety of documents.
- Must have the ability to communicate effectively with the public, coworkers, visitors, and community agency representatives.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D certificate and one year of clerical work experience including tasks such as typing, filing, data entry, processing incoming/outgoing mail, copying, greeting office visitors, and/ or using a multiple line telephone system. OR any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. Frequent exposure to adverse (hot, rain, cold) weather conditions transporting court materials between locations.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to an Office Supervisor. The incumbent works under direct supervision and has no supervisory responsibilities.

Date: 05/95
Revised: 09/03; 09/08/13