

## COURIER DRIVER

### DESCRIPTION OF WORK

Work in this class involves the skilled and safe operation of a mail van over a regional route in the State. Employee has the principal responsibility for the prompt and safe delivery and distribution of mail according to the established route and operational procedures. Work requires significant manual labor, and the care and judgment in the loading and operation of the vehicle. Work is evaluated in terms of safe and timely delivery according to prescribed procedures.

### EXAMPLES OF DUTIES PERFORMED

Drives a van to haul mail which includes letters, packages, various medical specimens, office supplies, and checks.

Follows a regular routine of loading, delivering, and pick-up, following both oral and written directions.

Makes regularly scheduled trips along an assigned route.

Performs routine manual labor in loading van, placing letters, boxes, and packages in the assigned locations, both on the assigned stops and upon returning to initial point of departure.

Weighs and records weight of incoming mail by the assigned van.

Maintains records on mileage, weight of incoming mail, and of the time of departure and return.

Performs related duties as required.

### RECRUITMENT STANDARDS:

#### Knowledges, Skills, and Abilities:

Considerable knowledge of the rules and policies for safe vehicle operation.

Considerable knowledge of routine operational procedures of the courier service, the proper methods of handling certain parcels, and the correct procedure for loading vehicles.

Working knowledge of State highway systems and municipal streets along assigned route.

Ability to understand and carry out oral and written instructions.

Ability to drive a medium-sized van safely and efficiently.

Ability to perform tasks involving frequent physical exertion.

#### Minimum Education and Experience:

Completion of grammar school.

#### Necessary Special Qualification:

Possession of a valid North Carolina driver's license.