

**INGHAM COUNTY  
JOB DESCRIPTION**

**COURIER**

**General Summary:**

Under the supervision of the Purchasing Coordinator, loads and operates a County vehicle to transport mail, supplies, court files, and other materials. Performs routine maintenance on County vehicle.

**Essential Functions :**

1. Operates a County vehicle to transport materials to and from destinations.
2. Picks-up, sorts, and delivers US and interoffice mail. Picks up supplies, printed forms, interoffice correspondence, requests for printing, and related materials and delivers to appropriate destinations.
3. Delivers court files as directed.
4. May be required to pick-up supplies from vendors.
5. Reviews orders being picked-up to ensure completeness.
6. Maintains vehicle log.
7. Inspects vehicle, including tires, lights, brakes, gas, oil and water and reports any problems to supervisor.
8. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed, following County policies and procedures.
9. Utilizes hand truck and pallet jack for loading and unloading supplies and materials.
10. Maintains interior and exterior of vehicle in clean and orderly fashion.

In addition to established route, may make additional stops at various departments and agencies, including community mental health, offices of attorneys and union representatives, and the medical care facility. Assists with route preparation and scheduling of pick-up and delivery.

**Other Functions :**

11. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** High School graduation or equivalent.

**Experience:** Prefer some experience driving a van for delivery purposes.

**Other Requirements:** Must possess a Michigan Driver's License with a B or P endorsement; and must possess and maintain an excellent driving record.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to regularly lift and/or move up to 50 pounds.

Ability to travel to various sites in the area.

Ability to drive for extended periods of time.

Ability to stoop, bend and crouch in order to inspect and maintain equipment.

**Working Conditions:**

Works outside in various weather and driving conditions.