

# **COURIER PAGE**

**(Range 100)**

## **DEFINITION**

Performs a variety of library work in the handling of library materials.

## **SUPERVISION RECEIVED AND EXERCISED**

Under close supervision, work is subject to review while in progress as well as upon completion. Receives direct supervision from the Assistant General Services Director.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and other important duties and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Operates sorting machine to distribute various materials such as mail, books, magazines, CD's and DVD's for the purpose of ensuring correct transport.
2. Maintains required logs and records of activities.
3. Maintains orderly appearance of facility by clearing boxes, debris, and book bins from work location.
4. Performs minor maintenance tasks on sorting machine.
5. Refers unusual situations to a superior.

### **Marginal Functions:**

1. Lifts, pulls, and pushes bins of books in a warehouse setting.
2. Utilizes library sorting machine in a non-public setting.
3. Performs related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

1. Library District, Branch, and Department policies and procedures.
2. Library District facility locations, terminology, and functions.

### **Ability to:**

1. Understand and follow simple oral and written instructions and follow established routines.
2. Maintain effective working relationships with those contacted during work hours.
3. Work quickly and accurately.
4. Accept and manage change and maintain flexibility.

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5. Work both independently and as part of a team.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Maintain the mental capacity for effective interaction and communication with others.
9. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
10. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**MINIMUM QUALIFICATIONS**

**Training and Experience:**

High School diploma or GED equivalency required.

**Physical Requirements:**

Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12 - 20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Tasks require visual perception.

**Environmental Requirements:**

Tasks require infrequent exposure to adverse environmental conditions.

**DEVELOPED: JUNE 8, 2012**