

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Courier 2**

**IMMEDIATE SUPERVISOR**      **Supervisor of Print Shop**

**GENERAL DUTIES**

Provide a delivery service for supplies, mail, cafeteria, and small equipment between schools and offices supporting the District. Process district bulk mail, and perform various print shop functions as time permits.

**ESSENTIAL REQUIREMENTS**

- A. A minimum of a high school diploma or its equivalent
- B. Hold a valid Oregon driver's license and exhibit an excellent driving record
- C. Knowledge of local geography, highways and streets
- D. Ability to work cooperatively with others in different areas and under stressful conditions
- E. Experience processing U.S. Postal Service bulk mail
- F. Ability to follow oral and written communications
- G. Ability to perform different work assignments, i.e., clerical, accounting
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and backgrounds in English, Spanish, or other languages related to the job
- I. Ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Cultivate and model a respectful working and learning environment
- B. Drive delivery vehicles
- C. Pick up, process, sort, and deliver U.S. mail, inter school mail, printing material and parcels for schools and other District offices, as directed
- D. Make regular bank deposits for the Food Services Dept.
- E. Periodic delivery of District related materials as directed by supervisor or CTO
- F. Prepare receiving and inventory reports as necessary
- G. Unload, check, and shelve or store incoming District equipment and supplies
- H. Keep records of items: bulk mail and UPS
- I. Assist in Print Shop as directed by supervisor
- J. Execute all responsibilities with a high degree of customer service
- K. Confer with supervisor in determining storage space requirements and matters pertaining to the receipt of goods and the filling of requisitions
- L. Prepare bulk mail from schools and Admin. building
- M. Ship UPS out for district
- N. Responsible for keeping up on US postal regulations

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>x</b>	
Stationary Standing					<b>x</b>
Walking (level surface)					<b>x</b>
Walking (uneven surface)			<b>x</b>		
Crawling			<b>x</b>		
Crouching (bend at knees)					<b>x</b>
Stooping (bend at waist)					<b>x</b>
Twisting (knees/waist/neck)					<b>x</b>
Turn/pivot					<b>x</b>
Climbing (stairs)				<b>x</b>	
Climbing (ladder)			<b>x</b>		
Reaching overhead					<b>x</b>
Reaching extension					<b>x</b>
Repetitive use arms					<b>x</b>
Repetitive use wrists					<b>x</b>
Repetitive use hands grasping					<b>x</b>
Repetitive use hands squeezing					<b>x</b>
Fine manipulation				<b>x</b>	
Using foot control					<b>x</b>
*Pushing/Pulling Maximum weight:150 lbs.				<b>x</b>	
*Lifting/Carrying Maximum weight:75 lbs.				<b>x</b>	

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Maintenance and Trades Pay Schedule**  
**Pay Grade: C**  
**Last revised: October 2010**