

**MAIL COURIER**

**JOB SUMMARY**

This employee is primarily responsible for driving a designated route each day and picking up and delivering intrasystem mail and packages.

**QUALIFICATIONS**

- High school diploma (or GED)
- Appropriate valid Tennessee driver's license for vehicle(s) driven
- Demonstrated record of safe driving
- Ability to work effectively with teachers, students, and community representatives
- Good physical stamina (working on feet for 3/5 hours, lifting and lowering)
- Such alternatives to the above qualifications as the Assistant Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Organizing materials to be delivered each day
- Picking up and delivering materials to the various schools and/or post office as assigned
- All phases of mail handling including:
  - Breakdown and processing of intra and inbound mail and parcels
  - Preparation of and processing of all outbound mail and parcels
  - Compilation of reports and records necessary for daily operation
  - Operation of electronic postage charge-back system
- Handling confidential information and/or high value documents/items including payroll
- Cleaning and caring for his/her assigned automobile
- Perform other duties as assigned by the Assistant Director of Schools