

**\*All Applications are accepted in the Human Resources Department @ 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position open until filled.**

## JOB OPENING

### **COURIER/PART-TIME (15 hours a week)**

*Grade 14: \$20,505.28 (\$9.86 /hrly.) – \$28,266.75 (\$13.59 /hrly.)*

**DEPARTMENT:** PURCHASING

**DIVISION:** COMMUNITY DEVELOPMENT & GENERAL SERVICES

#### **GENERAL DESCRIPTION:**

Performs routine clerical work in the receipt, delivery, and issuance of postal and interdepartmental mail. Delivers office supplies and materials to organizational units and facilities. Work is performed under the general supervision of the Purchasing Director and Maintenance Supervisor.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Handles all incoming and outgoing interoffice mail for Hardee County Board of County Commissioners departments, divisions and elected officials. Sorts, picks up and distributes mail to departments, divisions and other Hardee County facilities.
2. Picks up and delivers packages from a variety of businesses in and around Hardee County.
3. Lifts and carries boxes up to 20 pounds for routine deliveries.
4. Organizes and schedules deliveries while maintaining a fairly routine daily schedule.
5. Maintains assigned vehicle in clean and proper working order. Notifies the Fleet Director as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

#### **MINIMUM QUALIFICATIONS:**

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

Knowledge of proper mail handling and screening procedures. Must possess good interpersonal and communications skills to deal with staff and personnel. Ability to lift and move heavy materials. Ability to organize tasks and time to insure timely completion of all projects.

##### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

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**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Class E Driver's Licenses.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction.)

Acceptable hearing (with or without corrections.)

Ability to bend, kneel, reach and pick up packages to deliver to offices.

Must be physically able to exert in excess of 100 pounds occasionally or in excess of 20 pounds routinely.

Ability to work occasional periods of exposure to outside conditions.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 10/18/2012**  
**Revised by BOCC 10/4/2018**