

Job Class Code: 0040	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform routine delivery and clerical tasks. The class is responsible for courier services for the assigned area of responsibility. The class works according to some procedures; decides how and when to do things under general supervision. This job classification may involve work in excess of regularly scheduled hours when required by operational necessity.

TYPICAL TASKS

- Collects, transports, and delivers documents and materials such as mail, books, supplies, and equipment to designated areas; distributes to individuals at destination as required.
- Maintains log and related records in compliance with departmental standards.
- Maintains departmental supply inventory; submits purchase requisitions; receives supplies from Purchasing Department and replenishes inventory.
- Loads and unloads vehicle; monitors operation of vehicle; drops off and picks up vehicle from City garage..
- Receives and signs for certified mail; delivers to designated personnel.
- Delivers legal documents to other cities.
- Picks up documents and/or change at bank and delivers to appropriate personnel.
- Submits requests for departmental forms; picks up, stores, and delivers same as needed.
- Transports sensitive computer equipment.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Compares or inspects items against a standard.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three months of related, full-time equivalent experience.

City of Chesapeake

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**Special Certifications
and Licenses**

Requires a valid driver's license and a driving record in compliance with City Driving Standards.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Revised 03/31/17

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This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.