



Classified Job Description

CSEA Revised: June 18, 2015
NJUHSD Board Revised: June 24, 2015

Position Title:	DELIVERY PERSON
Contract Term:	12 months
Salary Range:	14

GENERAL DEFINITION:

Delivers mail and other items throughout the district.

UNDER SUPERVISION OF:

Director of Facilities/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Deliver mail and other items (food services items, county library books, etc.) between District schools and District Office and other local places as directed.
2. Sorts mail at District Office and delivers to appropriate individuals.
3. Responsible for delivery and retrieval of records to and from district storage.
4. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
5. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent. Previous school experience desirable.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear and drive a vehicle. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 50 pounds, such as cases of books. The employee will occasionally lift and /or move up to 75 pounds such as furniture or equipment. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee frequently drives an automobile. The employee often works in outside weather conditions and is occasionally exposed to adverse/wet conditions, fumes, or airborne particles. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.