



## **SOCORRO INDEPENDENT SCHOOL DISTRICT**

Department of Human Resources

### **JOB DESCRIPTION**

**Job Title:** Courier

**Pay Grade:** 403

**Reports To:** Director of Support Services

**Terms of Employment:** 239 Days

**Exemption Status:** Non-Exempt

#### **Primary Purpose:**

The primary duty of this position is to provide courier services to the support services department.

#### **Qualifications:**

##### **Education/Certification/Requirements:**

- High school diploma or equivalent
- Valid Texas Class C License
- Must be eligible to be bonded

##### **Special Knowledge/Skills:**

- Must lift a minimum of 50 pounds on a regular basis
- Possess geographic knowledge of the school district
- Demonstrate ability to effectively communicate with district employees and general public

#### **Major Responsibilities and Duties:**

1. Picks up and delivers payroll and mail.
2. Runs errands for the Education Center.
3. Assists in mail room.
4. Assumes responsibility for a district vehicle and vehicle inventory.
5. Makes deliveries to Board of Trustees.
6. Is punctual and dependable on the job.
7. Upholds and adheres to safety rules and policies of the SISD safety program.
8. Supports the goals and objectives of the school district and follows all district policies.
9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
10. Performs any other duties as assigned by the appropriate supervisor.
11. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

#### **Mental Demands Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to communicate effectively (verbal and written).

**Physical Demands/Environmental Factors:** Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching. Work outside and inside; work around moving objects. Ability to operate motor vehicle.

## Courier

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (Please Print)

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Signature

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Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 3-5-85

AMENDED: 11-6-90, 3-2-93, 5-11-98, 11-30-04, 3-24-14, 10-5-16, 10-23-17