UNIVERSITY OF SOUTHERN CALIFORNIA

Courier

Job Code: 149007

Grade: D
OT Eligible: Yes
Comp Approval: 9/8/1993

JOE SUMMARY:
Delivers documents, reports, correspondence, messages, packages and other items to offices on and off the university campuses. Travels on foot or by bicycle, electric transport vehicle, automobile or public transportation.

JOE ACCOUNTABILITIES:

*E/M/NA % TIME

--- ------ Delivers documents to and from offices on and off campus. Handles deliveries and pick-ups which vary in nature from highly confidential documents to time-sensitive correspondence to bulk packages.

--- ------ Obtains receipts for items delivered. Maintains logs or records of deliveries.

--- ------ Researches and retrieves microfilmed documents. Photocopies documents as requested.

--- ------ Assists in miscellaneous duties as assigned such as sorting and routing mail, copying and collating, filing, and light data entry.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent

Minimum Experience:
6 - 12 Months

Minimum Field of Expertise:
Ability to handle confidential and sensitive documents in a responsible manner

Preferred Experience:
1 Year

Comments:

Must be able to make deliveries in a timely, efficient and responsible manner according to instructions or standing procedures but without constant supervision. Transportation, a valid CDL and auto liability insurance may be required.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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