

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: INTEROFFICE MAIL COURIER

QUALIFICATIONS:

1. High school diploma or equivalent;
2. Valid New Jersey driver's license and insurance
3. Be able to work independently
4. Be able to understand and follow written and verbal Directions

REPORTS TO: School Business Administrator

JOB GOALS: To deliver interoffice mail safely and efficiently to school sites according to a delivery schedule

Specific Duties and Responsibilities:

1. Provides pickup and delivery of internal mail to all district sites on an assigned schedule
2. Performs pre-delivery sorting, inspection and determines necessary routing for delivery of mail and packages.
3. Separate, sort and distribute mail by department in Central Office area
4. Deliver mail to school buildings in a timely manner
5. Demonstrate initiative in performance of assigned responsibilities
6. Provide for a safe and secure workplace
7. Model and maintain high ethical standards
8. Follow attendance, punctuality and proper dress rules
9. Contact backup courier as necessary
10. Performs other duties and responsibilities as assigned by supervisor.

Terms of Employment: 12 month position

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the board's policy on evaluation of non-certificated personnel.

Approved: 4/19/16