

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DELIVERY CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide delivery services of mail and materials to college administrative offices and off-campus departments and offices; distribute and collect audio visual equipment at off-campus location.

REPRESENTATIVE DUTIES:

Perform delivery services of in-house mail, including delivery to college administrative offices and off-campus departments and offices. *E*

Deliver miscellaneous items to departments and offices on and off campus, including large mail room packages, shipping and receiving items, computer and printer paper, class schedules and college catalogs. *E*

Transport custodial supplies to off-campus sites. *E*

Pick up US mail at local post offices; transport US mail and bulk mailings to local post offices; prepare bulk mailings as necessary. *E*

Distribute and collect audio-visual equipment at off-campus locations; provide assistance to faculty regarding equipment set-up and operation; perform minor maintenance of audio-visual equipment. *E*

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and procedures of audio visual equipment operation.

Computer equipment sufficient enough to operate standard postal machines.

Safe work practices, including procedures for lifting, storing and transporting heavy loads.

Safe driving practices.

Principles and procedures of record keeping.

ABILITY TO:

Work independently in the absence of supervision.

Operate audio visual equipment and related accessories.

Operate standard postal machines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and at least six months related experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver’s license.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

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| <u>2</u> | a. | Ability to stand for extended periods of time. |
| <u>4</u> | b. | Ability to see for the purpose of reading printed matter and operating a vehicle. |
| <u>2</u> | c. | Ability to hear and understand speech at normal levels. |
| <u>2</u> | d. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | e. | Ability to bend and twist, stoop, kneel, crawl, push and pull. |
| <u>3</u> | f. | Ability to lift <u>50</u> lbs. |
| <u>3</u> | g. | Ability to carry <u>50</u> lbs. |
| <u>3</u> | h. | Ability to reach in all directions. |

HAZARDS:

Driving during adverse weather conditions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.