

DISTRICT COURT COURIER

GENERAL STATEMENT OF DUTIES: Performs courier services for the 67th District Court; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Obtains and delivers daily case files, traffic citations, interoffice communications and other miscellaneous paperwork to appropriate court offices;
Obtains and delivers other County and Court communications;
Obtains, records and deposits all moneys for the court locations at the County Treasurer's Office and designated bank(s);
Obtains and delivers office supplies and other inventory stock to appropriate locations;
Maintains an orderly stockroom and advises staff as to ordering needs;
Posts mail daily at the Post Office, including packages;
Maintains County vehicle in conformance with Motor Pool policy.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow oral and written directions;
Ability to operate a motor vehicle safely;
Ability to handle large sums of money;
Ability to safely handle a weapon and possession of a valid concealed weapons permit;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

One (1) year of experience which demonstrates the ability to handle large sums of money.

SPECIAL REQUIREMENTS:

Possession of a valid Michigan's Driver's License and an acceptable driving record;
Possession of a valid concealed weapons permit.

Established: March 14, 1989

Revised: June 12, 1991

Revised: May 3, 1999


Personnel Director