



## Job Description

**Job Title: District Courier**

**JTC: T01**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area. [POSITION SUMMARY](#)

Responsible for daily collection and distribution of mail, film, books, payroll, and supplies to all district locations and colleges on a regularly scheduled basis.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and ability to perform general automobile preventive maintenance. Able to transport various items to and from various locations and vendors, ensuring proper care of items handled during transport. Ability to record and/or log equipment operational status.

Ability to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Able to provide and arrange for appropriate maintenance of department vehicle(s). Ability to understand and follow safety procedures.

Ability to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Able to provide and arrange for appropriate maintenance of department vehicle(s). Ability to establish and maintain cooperative working relationships with colleagues and clients in the course of the work assignments.

Able to solve basic problems by reviewing data. Ability to maintain quality, safety, and/or infection control standards. Able to prepare and maintain accurate transportation logs, vehicle fuel consumption logs, and other data as required. Able to perform inspections and preventive maintenance observations on vehicles.

Strong knowledge and experience providing effective customer service. Ability to communicate effectively and courteously with individuals from diverse backgrounds.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus two (2) years of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*



## ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects, sorts, and distributes mail, checks, other valuable documents, film, books, and equipment supplies to district offices and colleges on a daily schedule.

Maintains a daily log of deliveries and vehicle mileage. Prepares and maintains accurate logs.

Assists in moving and setting up materials, equipment, and furniture, as appropriate to the requirements of the position. Works with colleagues and clients to meet departments goals and objectives.

Conducts daily visual inspections and periodic preventive maintenance check on assigned vehicle. Makes minor repairs and reports problems to the supervisor. Performs special errands as assigned.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*