

## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Courier

Job Specifications			
<b>Classification:</b>	Non-Exempt	<b>Department:</b>	Recording
<b>Supervisor:</b>	Records Manager	<b>Base Location:</b>	Fort Walton Beach
<b>Salary Range:</b>	NE-1	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

#### Job Summary:

The purpose of this position is to pick up and deliver correspondence, supplies, documents, records, files, evidence, and other items.

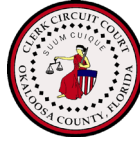
#### Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Operates a vehicle to pick up and deliver all correspondence, case files, evidence, map documents, and paychecks as required for offices under the supervision of the Board of Commissioners, State Attorney, Public Defender, Tax Collector, Property Appraiser, Sheriff, Clerk of Court, Judicial, Probation, Parole, Supervisor of Elections, and other designated governmental offices.
- Assists in the reception of evidence from a court clerk and maintains custody until transferal to the vault, other agency, or to destruction.
- Sorts and distributes items to be delivered.
- Establishes and maintains an accurate schedule.
- Must be able to meet strict work schedule, attendance, and dependability standards.
- Exercises due caution when operating a motor vehicle in all kinds of weather and traffic conditions.
- Maintains professional working relationship with County offices included in the courier route.
- Sets up the delivery van for maintenance, tires, brakes, oil changes.
- Monitors all fluid levels.
- Maintains log of servicing of van.
- Must possess valid driver's license.
- Performs related duties as required.

#### Minimum Required Qualifications:

**Physical Requirements:** Must be physically able to exert more than 100 pounds of force occasionally, or more than 50 pounds of force frequently, or in excess of 20 pounds of force constantly to move objects. Must be able to ascend/descend stairs, ramps, and the like, using feet and legs or hands and arms. Must be able to bend body downward and forward by bending spine at the waist, requiring full use of the lower



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extremities and back muscles. Must be able to reach, extending hand(s) in any direction. Must be able to handle, seize, hold, grasp, turn, or otherwise work with hand(s). Must be able to finger, pick, pinch, or otherwise work primarily with fingers rather than with the whole hand or arm. Must be able to work occasional periods of exposure to outside atmospheric conditions. Is exposed to moderate noise levels. Must be able to operate a motor vehicle for extended periods of time. May be subject to danger or risk due to weather conditions, road hazards and the inattention of others.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors. Requires the ability to tactfully and effectively interact with the public and with co-workers.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, work orders, logs, technical data, etc. Requires the ability to prepare reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with clarity, voice control and confidence and to articulate information to others.

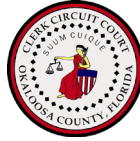
**Intelligence:** Requires the ability to apply principles of safe driving and common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with co-workers and supervisors.

**Numerical Aptitude:** Must be able to add and subtract totals.

**Forms/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating motor vehicles.



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**Manual Dexterity:** Requires the ability to handle a variety of items including levers, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under varying levels of stress when confronted with an emergency or tight deadline. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public.

**Physical Communication:** Requires the ability to talk and hear; (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through telephone or radio.

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Equal Opportunity Employer:**

The Okaloosa County Clerk of Court provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Clerk's Office complies with applicable state and local laws governing nondiscrimination in employment in every location in which there are facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.