



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Courier Page

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under direct supervision from the Courier Supervisor, performs a variety of library work in the handling of library materials. Work is subject to review while in progress, as well as upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates sorting machine to distribute various materials such as mail, books, magazines, CD's and DVD's for the purpose of ensuring correct transport.
2. Maintains required logs and records of activities.
3. Maintains orderly appearance of facility by clearing boxes, debris, and book bins from work location.
4. Lifts, pulls, and pushes bins of books in a warehouse setting.
5. Performs minor maintenance tasks on sorting machine.
6. Refers unusual situations to a superior.
7. Performs related duties as required.

CORE COMPETENCIES:

- Safe and efficient operation of equipment
- Record keeping
- Postal packaging, processing, and distribution

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**
Required: High School diploma or GED equivalency.
Preferred: N/A
- **EXPERIENCE:**
Required: N/A

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (12 - 20 pounds); pushing loaded, wheeled book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of correct English usage, spelling, punctuation, and grammar.
- Ability to accept and manage change, and maintain flexibility.
- Ability to work quickly and accurately.
- Ability to work both independently and as part of a team.
- Ability to maintain effective working relationships with those contacted during the course of work.
- Ability to communicate clearly and concisely both verbally and in writing, and to understand and follow verbal and written instructions.

DEVELOPED: June 8, 2012

UPDATED: March 13, 2018