

Polk County Sheriff's Office Job Description
0809 Courier

March 27, 1998, Revised October 9, 2006

Position Concept:

The Courier sorts and distributes packages and supplies within the various locations of the Polk County Sheriff's Office. The member performs duties specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Courier may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Procure and deliver equipment/office supplies
- Procure and deliver inter-office mail
- Conduct vehicle safety inspection

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license

Professional Experience:

- None required

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works during inclement weather conditions
- Exerts physical duties sometimes lifting approximately 70 lbs.
- Considerable walking

Required Skills and Knowledge:

Knowledge of:

- Location of PCSO facilities
- PCSO policy and procedures
- Geographical area
- Locating fluid levels for vehicle

Ability to:

- Operate van or motor vehicle
- Follow instructions
- Operate hand truck
- Perform minor vehicle maintenance

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Physical Requirements:

- Carry 40 lbs.
- Bend/squat
- Lift up to 70 lbs.
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity (normal)

For additional information on this position refer to the Job Task Analysis.