

## **CENTRAL OFFICE**

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**TITLE:** MAIL COURIER

**REPORTS TO:** School Business Administrator

**QUALIFICATIONS:**

1. Demonstrated competence for assigned responsibilities.
2. Three written and verified references.
3. Such alternatives to the above as the Board may find appropriate and acceptable.
4. Valid New Jersey Driver's License.

**JOB GOAL:** To contribute to the smooth flow of information and communications.

**PERFORMANCE RESPONSIBILITIES:**

1. Receives, sorts and delivers all central office incoming mail.
2. Receives all outgoing central office mail and delivers to the United States Post Office.
3. Receives and delivers interoffice written communications.
4. Performs other duties that may be assigned by the School Business Administrator.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** October 16, 2007