

**Orangeburg County**

**Title: Courier**

**Class Code: C034**

**FT**       **PT**  
 **Exempt**    **Non-Exempt**



*Its a great day in...*  
**ORANGEBURG  
COUNTY**  
*We are here to serve you!*

### **General Description**

The purpose of this job is to maintain the integrity of the purchasing & inventory system and company-wide communications regarding changes to the system. The Incumbent is responsible for distributing packages and documents to individuals within the Purchasing Department.

This class works under general supervision, independently developing work methods and sequences.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Order merchandise from county approved vendors.
- Pick up, sort, pay postage, and deliver mail to appropriate location.
- Manage, maintain, and replenish warehouse inventory.
- Performs other duties and related work as instructed and assigned.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires three (3) months of data entry or customer service experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

### **Physical Demands:**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 50 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment):**

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen.
  - extreme heat and/or cold; wet or humid conditions.
  - traffic; moving machinery.

**This Class Description does not constitute an employment agreement between Orangeburg County and an employee and is subject to change by the County as its needs change.**



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**Special Certifications and Licenses:**

- None.

**Americans with Disabilities Act Compliance**

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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I have read the above duties associated with the position of Courier, I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

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**Print Employee Name**

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**Date**

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**Employee Signature**

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**Date**

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