JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Courier

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Operates Las Vegas-Clark County Library District (District) vehicles on established routes to transport and deliver materials to and from urban and outlying branches and other facilities of the District. Receives direct supervision from the Courier Supervisor and general supervision from the General Services Director or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates Library District vehicles in the transport of books, equipment, furniture, and other items to library facilities and other locations throughout Clark County; drives in various weather and road conditions.
2. Utilizes lift gates, pallet jacks, and hand trucks in the loading and unloading of materials and equipment.
3. Ensures personal, vehicle, and materials safety through proper transport, loading, and unloading procedures. Determines volume and amount of materials able to be transported per trip.
4. Sorts library materials by hand or by using the central automated materials handling system for the purpose of ensuring correct transport and delivery.
5. Performs minor maintenance tasks on vehicles; reports any vehicle maintenance or repair needs to the Courier Supervisor.
6. Responsible for alerting of any route delays or load problems; maintains required logs and records of activities.
7. Prepares/packages first class mail, outgoing books, outgoing UPS packages, outgoing Federal Express, and other special orders.
8. Receives/distributes incoming U.S. Mail, UPS packages, Federal Express packages, and various other acquisitions for the District.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service

- Safety and Compliance
- Recordkeeping and Documentation
- Postal Packaging, Processing, and Distribution

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- **EDUCATION:**

  Required: High School diploma or GED equivalency.

  Preferred: N/A

- **EXPERIENCE:**

  Required: Three (3) years of full-time experience driving large box trucks and performing related duties requiring the safe operation of motor vehicles.

  Preferred: N/A

- **License or Certification:**

  Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

  Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavy physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20 - 50 lbs.) items and occasionally very heavy (100 pounds or over) items; or the frequent operation of a motor vehicle and associated machinery or equipment requiring the manipulation of multiple controls, fine adjustments or both.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of safe driving practices.
- 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.
- Ability to understand and follow oral and written instructions, and to communicate clearly and concisely, both orally and in writing.
- Ability to maintain a safe driving record.

DEVELOPED: July 1, 1995
UPDATED: September 9, 2026