



Leadership • Collaboration • Support

**JOB TITLE: Distribution Clerk**

**CSEA Salary Schedule, Range 14**

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**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provides mail delivery and courier services for Solano County Office of Education (SCOE) schools, departments, and districts within Solano County on an assigned route. Drives a delivery van to Yolo schools and private school sites to pick up and deliver materials, money, payroll, and mail. Assists with daily mail sorting and processing activities.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a valid California driver's license and safe driving record.
- Ability to observe legal and defensive driving practices.
- Knowledge of the care and operation of a van.
- Knowledge of proper loading and unloading of vans.
- Ability to learn the location of all schools and district offices in the county.
- Knowledge of basic methods and practices used in delivering supplies and equipment.
- Knowledge of basic record-keeping skills.
- Ability to communicate effectively and tactfully.
- Ability to understand and follow both written and verbal instructions.
- Ability to meet schedules and timelines.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.

This work consists of varied duties and manual labor. This job classification provides an entry level into the organizational structure.

## **ESSENTIAL DUTIES**

- Performs mail and courier services for schools and departments throughout Solano County on an assigned route to meet schedules and timelines.
- Drives a delivery van to district or county sites to pick up and deliver instructional and educational materials, money, payroll, and mail.
- Assists in gathering and packing materials for mail or delivery and sorts and processes mail.
- Checks materials in and out and maintains related records of receipts and deliveries.
- Inspects van and maintains delivery vehicle in clean, orderly, and safe operating condition, including checking fuel, oil, and tires as necessary.
- Reports to immediate supervisor regarding needed van maintenance and repair.
- Deliver coursework to the California Medical Facility for Solano Community College (SCC), California State Prison, Solano CSPA, and Stanton Prison.
- Delivers and picks up mail at all Solano Community College sites.
- Delivers print jobs to all SCOE programs and districts, including cases of paper.
- Delivers board agendas to SCC Board Members homes.
- Picks up orders from Solano Community College warehouse and delivers to SCC sites.

## **MARGINAL DUTIES**

- Assists in printing department when necessary.
- Performs related duties as assigned.

## **SUPERVISION RECEIVED**

Employees in this classification receive direct supervision within a framework of standard policies and procedures.

## **SUPERVISION EXERCISED**

None

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)                      Walking (20%)                      Sitting (20%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (3)

Pushing and/or  
Pulling Loads (3)                      Reaching  
Overhead (2)                      Kneeling or  
Squatting (2)

Climbing Stairs (2)    Climbing Ladders (2)