



Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223
PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

COURIER

Part-Time, Mon-Fri 7:30am-10:30am

Hourly Rate: \$17.62 - \$19.83

Open Until Filled

Apply online: www.crpdp.org/hr (Follow link to CalOpps)

Summary

Under general supervision, the Courier makes pickup and delivery of District inter-office mail, supplies, and equipment in accordance with District policies and procedures.

Essential Duties and Responsibilities

- Operate a District vehicle to pick up and deliver items from all District facilities on a daily basis
- Pick up the daily deposit from community centers and ensure its safe delivery to accounting
- Move transportable equipment among district locations as requested
- Prepare outgoing mail, operate postage machine, and maintain records of postage used
- Maintain copy room supply inventory; submit office supply requisitions as needed
- Organize supplies and tidy copy room storage cabinets and workspaces
- Routinely inspect and maintain District vehicle driven, including checking fluid levels, replenishing fuel, and notifying supervisor of maintenance problems with vehicle or need for routine service

Other Duties & Responsibilities

- Perform other related duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty* satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required:

Education/Experience: Minimum age of 18 years old with a High School Diploma (or GED). At least 1,500 hours of relevant work or volunteer experience.

Certificates and Licenses:

- Adult and Pediatric First Aid & CPR/AED within 90 days of hire
- California Driver's License; Clean Driving Record
- Department of Justice fingerprint clearance
- Proof of negative TB skin test

Additional Knowledge, Skills, and Abilities: Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar. Ability to add, subtract, multiply, and divide in whole numbers, fractions, and decimals. Ability to apply common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers, and participants and/or parents/guardians.

Supervisory Responsibilities: The employee may provide guidance or direction to other part-time employees and to volunteers.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the environment is moderate to loud. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, including wet or humid conditions. The employee may occasionally be exposed to moving mechanical parts; high, precarious places; potentially hazardous chemicals or airborne particles; or risk of electrical shock. Exposure to hazardous conditions may vary according to Unit assignment.

Physical Demands: The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties* of this job:

While performing the duties of this job, the employee is regularly required to sit, stand, or walk; use hands or fingers to touch, handle, or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color, and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 10 pounds, frequently required to lift up to 25 pounds, and occasionally required to lift up to 50 pounds. Physical demands may vary according to Unit assignment.

Selection Process

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and

experience. Fill out the application completely; blank spaces may cause rejection; do not refer to resume. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Applications should be submitted as soon as possible as the position will close either at 5:00 p.m. on the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Position subject to pre-employment requirements (fingerprint clearance & TB clearance)

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.