



**Job Title:** Bank Courier  
**Department:** Retail Banking  
**Reports To:** Branch Manager  
**FLSA Status:** Part time, Hourly Non-exempt

### **Position Summary**

The bank courier is responsible for providing pick-up, transport, and delivery of a wide range of items, including sensitive materials, confidential documents, mail and non-cash bank deposits, to and from customer's place of business to the Bank. In addition, the bank courier maintains and coordinates a time-critical operating schedule and maintains appropriate logs and records. The bank courier performs various route clerical functions as specially assigned.

### **Specific Job Functions & Responsibilities**

- Picks up, transports, and delivers mail, confidential bank documents, non-cash bank deposits and other bank-related materials to and from various customer locations and bank offices internal and external.
- Coordinates and prioritizes pickup and delivery of items with bank department associates as appropriate; organize delivery schedule to ensure that bank deposits, mail, and bank materials are picked up and delivered in a timely manner.
- Ensure that non-cash deposits, confidential bank materials and documents are safely and securely transported to their proper destination.
- Prepares and maintains accurate log.
- Schedules, arranges for and coordinates the maintenance and repairs of bank vehicles.
- Pick up US Mail and assist with internal mail processing.
- Responsible for distribution or pickup of special delivery items that are not on a normally scheduled run.
- Represents Mainstreet Community Bank of Florida in a professional, friendly, and personable manner.
- Attend all required meetings.
- Performs miscellaneous job-related duties as assigned by supervisor.
- Must complete all required annual training
- Follow required federal and state regulations and related internal policies and procedures

### **Required Skills/Abilities**

- Valid driver's license with clean driving record
- Ability to safely drive company vehicle
- Ability to communicate effectively
- Ability to work independently
- Attention to detail, and the ability to follow procedures
- Positive attitude

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- Reliable attendance |

### **Education/Experience Required**

- High school diploma or equivalent |

### **Compliance**

All associates have a responsibility to understand the Bank's BSA/AML Program, the procedures outlined in it, and to follow the Program and procedures in carrying out their duties. When an associate has supervisory responsibilities, he or she will make certain that his/her staff understand the responsibilities to comply with applicable regulatory issues and internal programs, policies and procedures. Any associate that fails to adhere to the BSA/AML Program or commits other violations of the Code of Conduct may be subject to disciplinary action up to and including termination.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an on-site position. Must be willing and able to travel to all branch locations.

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to touch, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. | must be willing and able to drive and travel to all branch locations. |

### **Notice**

- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the employee will possess the abilities and aptitudes to perform each task proficiently.
- Ability means to possess and apply both knowledge and skill.
- This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
- This position description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also

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based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- This position description does not create an employment contract, implied or otherwise than an “at will” employment relationship.

\*This job description does not list all of the functions of the job. Management often assigns additional duties. This job description may be revised at any time.