Banking Services Courier

**JOB PURPOSE:**

Plans and follows the most efficient routing schedule for campus currency pickups and deliveries according to requests received in Banking Services. Obtain signatures or receipts upon delivery.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Provides armed and secure pick-up and delivery of currency from on-campus and off-campus locations to include Parking Services, Banking Services, and IU Foundation.

Serves as an armed escort of Card Services employees to collect money and JAG tag information from DART machines.

Records all currency being picked up by external courier company on log sheet.

Perform regular vehicle inspection; ensure vehicles receive routine maintenance.

May use hand truck in the loading and unloading of currency; ensures currency is loaded securely for transport.

Assist in other areas of the department as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate and perform duties effectively and in a professional manner during situations that may rapidly evolve and range from friendliness and persuasion to firmness and deadly force.

Ability to understand written and verbal instructions and perform tasks efficiently.

Ability to read, write and speak English fluently.

Skilled in the use and care of firearms and motor vehicles.

Basic knowledge of computers.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** One year armed security experience.
**Certification/Licenses:** Must qualify annually to carry a hand gun. May require CDL license.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying over 50 lbs. multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Majority of time spent outdoors working on foot or in a vehicle with possible exposure to extreme hot or cold temperatures for reasonable amounts of time. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. May have contact with potentially dangerous people, animals, weapons or equipment.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.