

**CARSON CITY SCHOOL DISTRICT**  
**EMPLOYMENT OPPORTUNITY FOR ALL INTERESTED PERSONS**

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March 12, 2014

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

**POSITION:                    Warehouse/Delivery Driver – Operations Department**

Under supervision, to drive a district vehicle in the pickup and delivery of mail, supplies, food, supplies, equipment and other items to schools, cafeterias and offices; to sort, process, and deliver district mail; to perform general warehouse duties in the warehouse; and to perform related work as required. Bi-lingual preferred.

**APPLICATION**

**PERIOD:**                    **Applications will be accepted through March 25, 2014 until 4:00 p.m., or until filled.**

**EXAMPLES OF**

**DUTIES:**                    **Essential:** Drives a District vehicle to various schools, County and State offices, local businesses and the warehouse; receives and delivers packages, performs varied custodial duties; receives and delivers parcel post items; picks up items from vendors; makes pickups at various schools and offices and returns to the warehouse; picks up and delivers small emergency parcels or pick, pull and deliver warehouse requisitions to all sites; picks up and delivers small emergency parcels or equipment requiring immediate delivery; makes cafeteria deliveries; drives to locations outside of District to pick up and deliver supplies and equipment; picks up, delivers, installs, moves or rearranges furniture and equipment as needed; makes out reports and records required; operates a forklift; moves furniture and heavy equipment; maintains cleanliness of warehouse; stocks shelves in stockroom; receives supplies, filling and shipping orders; performs inventory, fills out paperwork, delivers items and maintains accurate records and performs related work as required.

**QUALIFICATIONS:**        **Knowledge of:** Vehicle operation, traffic laws and safe driving practices. Time schedules and adherence practices. Simple record keeping techniques. Appropriate safety precautions and procedures.  
**Skill in:** Perform the routine delivery of supplies from the warehouse to the schools. In addition, incumbents perform routine warehousing work together with warehouse specialist. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instruction. **Must be able to pass physical, lift, and drug screen, district sponsored.**

**DEMANDS:**                **Strength:** Heavy work – lifting, carrying, pushing or pulling 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Lift and load heavy items, Incumbent may be required to work in conditions of heat and dust. May be required to wear a back support.

**EXPERIENCE:**             Graduation from high school or the equivalent. Follow a route and maps to various locations. Operate a truck with lift gate, observing legal and defensive driving practices. Keep records connected with the above duties. Lift and load heavy items. Operate a forklift. Understand and carry out oral and written instructions. Establish and maintain effective relationships with those contacted in the course of work.

**LICENSE:**                    Possession of a valid driver' s license issued by the state of residence.                    Possession of a valid forklift operators certificate preferred.

**PLEASE POST**

**SEE REVERSE SIDE**

**PLEASE POST**

**SALARY:** **Grade 18.** Range begins with **Step 1 = \$12.61 per hour. 8 hours per day, 12 months per year** with benefits according to the classified negotiated agreement. A new classified employee may receive up to a maximum of five (5) years of previous outside work experience. The prior position must be similar in nature and written verification of employment from the previous employer must be submitted to Human Resources upon employment. Per Administrative Regulation No. 311.1.

**APPLICATION:** An interested employee currently on benefits on the grade for the position, or above, is to submit an Employee Transfer Request, (a copy of which is printed on this announcement) and is to have on file a **complete** application form. Requests for transfer will be considered first; however, a request for transfer does not guarantee that a transfer will be granted. If no transfer is approved, all application materials will be reviewed to determine those who possess the most appropriate qualifications.

**Current benefited employees**, not presently on the grade for the position, and **CCSD part time temporary employees are requested to submit a new application form, three letters of recommendation and proof of High School graduation**. A transfer request form is **not** accepted from these employees.

**Outside applicants** are required to submit a **completed support staff** application, **which includes proof of High School Graduation, three letters of recommendation, and a cover letter.**

**REASONABLE**

**ACCOMMODATION:** The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

**ADDRESS AND**

**QUESTIONS:** Application materials and any questions are to be directed to:

Human Resources Department  
1402 West King Street P.O. Box 603  
Carson City, NV 89702 Phone: (775) 283-2130

This is a **replacement** position. CCSD is an affirmative action, equal employment opportunity institution and does not discriminate on the basis of age, sex, creed, color, race, ethnic origin, disability or veteran status in its programs or employment.

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**CARSON CITY SCHOOL DISTRICT  
EMPLOYEE TRANSFER REQUEST**

Employee must complete one request for each position transfer desired. Please print legibly or type.

_____		_____	
Employee Name (Last, First, M/I)		Current Position Title & Grade	
_____		_____	
Phone	Home Phone	Current Work Location	Hire Date

**TRANSFER IS REQUESTED TO:**

_____	_____
Position Title & Grade	Location
_____	_____
Employee's Signature	Date of Request