

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Messenger

**CODE NO.:** 39024

**GRADE:** 001

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Pick up and deliver mail, messages, and packages. Perform duties incidental to the operation of the mail distribution center.

**ASSIGNED DUTIES:**

1. Sort and deliver letters, messages, packages, documents, records, interoffice memoranda and other items to various offices and departments or to other business concerns.
2. May escort visitors to office destination when requested.
3. Make trips to and from outside establishments to deliver or obtain messages or small articles by walking or driving.
4. May keep simple records and obtain receipts for articles delivered.
5. Prepare mail, applying proper postage for release to the U.S. Postal Service.
6. Provide assistance as required in assembling, labeling, etc., documents for Company or other distribution.
7. Operate scale, postage meter equipment, and facsimile machines.
8. Perform a variety of other duties incidental to mailroom and support functions as required.