

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Mail Clerk

**CODE NO.:** 39027

**GRADE:** 005

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform all the duties incidental to the operation of the mail distribution center.

**ASSIGNED DUTIES:**

1. Receive, process, deliver, and collect, as required, all corporate mail, in accordance with established standards.
2. Assure that various types of outgoing mail have proper postage and are classified in accordance with corporate and governmental requirements.
3. Maintain necessary records of registered, certified, express mail, and payments incidental to mailroom operations. With proper approvals obtain monies to postage meters.
4. Operate scale, postage meter, addressing, and facsimile equipment.
5. Adjust and operate mail inserting machine for various mailing requests.
6. Provide interoffice, post office delivery, and pick-up services using Company vehicle as required.
7. Train and assist messengers in the performance of their assigned duties.
8. May perform work of Messenger and other related tasks as assigned.