

## 9000

### MAIL RUNNER

#### **Nature of Work**

Under general supervision, performs entry level mail delivery tasks. Opens, sorts, and distributes incoming and outgoing mail within a section or division of a state agency. Work involves travel between other sections or divisions of the agency, within the immediate area or between counties. May retrieve and deliver supplies or parts if necessary. Performs related work as required.

#### **Examples of Work**

Opens and sorts incoming mail for correct distribution.  
Delivers mail, packages, or supplies to individual distribution points.  
Gathers and transports outgoing mail to the post office.  
Delivers or picks-up packages from other points to be taken to a final destination.  
May assist in bulk mailings by folding, stuffing envelopes, batching, affixing mailing labels, or recording number of items sent.  
May weigh items to be shipped and determine the method of shipping; calculates shipping costs.  
May keep a log of items received and delivered; may keep a log of mailing costs for usage reports.

#### **Knowledge, Skills and Abilities**

Knowledge of the agency's divisions or sections and their function.  
Ability to learn U.S. Post Office regulations and mailing procedures.  
Ability to lift heavy packages.  
Ability to maintain simple records.

#### **Minimum Qualifications**

**Training:** No formal training required.

**Note:** A valid West Virginia Driver's License may be required.

Established: 10/16/90  
Revised: 12/1/92  
Effective: 12/1/92