



# Job Brief

## Messenger (Motrzd) [CWA09]

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Report ID : NMIC-RPT.STF.024

Report Date : 01/14/2026 08:37:55 AM PDT

**Job Key :** 61024090      **Job Title :** Messenger (Motrzd) [CWA09]

### **GENERAL INFORMATION**

**Job Brief Date :** 04/20/2001  
**Revised Date :** 02/09/2024  
**Wages :** WS4  
**Time in Title (TNT) :** 12 Months  
**Job Family :** Support Services  
**Business Unit(s) :** Corporate Support  
Technology & Services  
**Discipline(s) :** N/A  
**Region :** West Region

### **GENERAL DUTIES**

#### **SOME OF THE TASKS AND DUTIES**

- 1) Picks up and delivers medium (up to 60 pounds) loads of records and supplies
- 2) Packages media weighing up to 60 pounds for mail deliveries.
- 3) Makes regularly scheduled mail runs, assigned by supervisor. Makes daily deliveries of bank deposits and stock certificates to banks.
- 4) Receives, posts and registers outgoing U.S. mail.
- 5) Receives deliveries.
- 6) Manually processes incoming mail.
- 7) Operates extracting machines and/or works on a processing system.
- 8) May operate a fork lift truck in Accounting Centers to move supplies.
- 9) Stocks stationary supplies; performs weekly inventory of stationary stock.
- 10) Destroys outdated Company media using a shredder.
- 11) Boxes Company records for storage in accordance with S.I. 9 requirements.

### **BASIC QUALIFICATIONS**

#### **VIEW TEST GUIDES**

### **ADDITIONAL QUALIFICATIONS**

7/10/1995

### **PHYSICAL REQUIREMENTS**

Must be able to lift up to 60 lbs.

### **SPECIFICS**

#### **Hours**

Day hours Monday through Friday. Shift work could be involved: days, evenings and nights. Occasionally may work overtime.

### **ADDITIONAL FACTORS**

#### **Additional Basic Requirements**

N/A

#### **Required Skills**

This job has Required Skills. See attached Skill Code List.

#### **Skills That May Be Required**

This job has skills that May Be Required (will be shown on requisition). See attached Skill Code List.



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### TRAININGS

On-the-job training.

### ENVIRONMENT

- 1) Most of shift spent working indoors.
- 2) Could spend as much as 60% or more of time confined to machine related tasks.
- 3) Exposes to various elements such as rain, wind, heat, etc., when making mail runs and deliveries to bank.
- 4) Spend long periods of time on feet, walking and/or standing.

### SKILLS

Skill Code	Skill Name	Applicability	Skill Description
C1171	Customer Relations	Desired	INTERFACES WITH INTERNAL OR EXTERNAL CUSTOMERS IN A PROFESSIONAL MANNER IN PERSON, ON THE PHONE OR THROUGH WRITTEN COMMUNICATIONS.
C1247	Extracting Machines Knowledge	Desired	THE ABILITY TO WORK ON AN EXTRACTING MACHINE ON A PROCESSING SYSTEM.
C1375	Mail Delivery	Desired	EFFECTIVELY MANAGES MAIL DELIVERIES, BOTH INTERNAL AND EXTERNAL LOCATIONS.
C1377	Mail Room Functions	Desired	VARIOUS ACTIVITIES INCLUDING, BUT NOT LIMITED TO, SORTING AND DELIVERING MAIL, PROCESSING SPECIAL MAIL, USING OFFICE MACHINES (E.G., POSTAGE METER).
C1394	Manual Transmission Knowledge	May be Required	ABILITY TO DRIVE A MOTOR VEHICLE WITH A MANUAL TRANSMISSION.
C1395	Map Reading	Desired	ABILITY TO READ MAPS IN GOING FROM ONE LOCATION TO ANOTHER.
C1401	Material Control Operations	Desired	PERFORMS ASSIGNED TASKS IN AREAS SUCH AS RECEIVING, STOREROOM, TOOLROOM, PACKING AND SHIPPING. REQUIRES PHYSICALLY HANDLING, CHECKING AND TRANSPORTING MATERIALS.
C1523	Postage Computation	Desired	WEIGHS AND COMPUTES POSTAGE FOR ALL MISCELLANEOUS U.S. MAIL, INCLUDING OVERSEAS MAIL.

### LICENSE/CERTIFICATIONS

Skill Code	Skill Name	Applicability	Skill Description
C1437	Possess valid driver's license.	Required	Possess valid driver's license.

### REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made for qualified candidates with disabilities. Essential job functions are identified for specific jobs on job requisition forms.