

DOMINION TRANSMISSION, INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: General Office Clerk

CODE NO.: 38182

GRADE: 003

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform various routine clerical duties incidental to the maintenance of required records and the preparation of reports as directed.

ASSIGNED DUTIES:

1. Process various routine forms and reports incidental to the preparation of required statements, vouchers, etc., and the maintenance of records.
2. Assist in the preparation and/or verification of statements and reports as directed.
3. Perform routine posting duties as required.
4. Operate various general office machines such as adding machine, typewriter, and calculator. Operate various computer equipment including personal computers and interface terminals to access/update files and generate various reports and listings.
5. May perform special assignments as required.