

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Key Punch Operator

CODE NO.: 39019

GRADE: 003

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Under direct supervision, operate alphanumerical key punch machines to record a variety of accounting and statistical data on data processing diskettes.

ASSIGNED DUTIES:

1. Operate a key punch machine to convert pre-coded information to data processing diskettes.
2. Correct, or bring to the attention of supervisor, obvious errors in source documents before key punching.
3. May perform other related routine clerical duties as directed.

NOTE: Must be able to pass IBM Key Punch Test.