

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Typist Clerk

CODE NO.: 38004

GRADE: 001

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of typing and clerical duties as assigned.

ASSIGNED DUTIES:

1. Type reports, statements, memoranda, and correspondence from rough drafts, corrected copy, and other records, or according to standard procedure.
2. Perform routine clerical duties, such as filing records and reports, correspondence, entering items on reports, special forms, etc.
3. May occasionally transcribe dictation.
4. May operate various office machines such as calculator, adding machine, copying machine, addressograph, and graphotype.
5. Perform other routine duties as directed.