

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Rent & Royalties Clerk

CODE NO.: 55530

GRADE: 009

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of clerical duties incidental to the preparation, processing, and maintenance of Rent & Royalties records as required to assure proper identification and control of corporate-owned land rights, rental and royalty payments, lease requirements, title abstracts, joint operating agreements and farmout agreements.

ASSIGNED DUTIES:

1. Prepare and maintain proper identification and reference to assure prompt and accurate compliance with lease requirements.
2. Maintain complete reference of all land, leases, deeds, grants, easements, and title verifications; provide proper indexes to assure prompt and evidential substantiation of corporate land rights.
3. Verify that land acquisition agreements are completed insofar as legal requirements are met and process their recording on public records.
4. Prepare various statistical reports pertaining to geographical and functional acreage holdings, acquisition costs, rental and royalty accruals and payments, title abstract costs, document recording costs, etc.
5. Prepare forms and maintain records required to assure prompt rental and royalty payments.
6. Maintain records of documents required to process lease requisites such as free gas usage, well location and abandonment notifications, etc.
7. Maintain records necessary to assure proper completion of title abstracts and joint operating agreements in compliance with terms of purchase agreements and options.
8. Maintain records necessary to assure proper compliance with terms of farmout agreements.

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9. Maintain records of title clearances necessary for leasehold well drilling.
10. Perform other related clerical duties as assigned and operate various office machines such as personal computer, adding machine, calculator and typewriter.

NOTE: See Appendix No. 5 - Clerical Testing.