

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Electronic Data Processor

**CODE NO.:** 39022

**GRADE:** 005

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Under close supervision, operate a variety of electronic data processing equipment essential in the preparation of routine and semi-routine statistical listings and reports.

**ASSIGNED DUTIES:**

1. Operate various electronic data processing equipment essential in the preparation of routine and semi-routine statistical listings and reports in accordance with established procedures.
2. Balance prepared listings and reports with control totals to assure accuracy.
3. May operate key punch, key verifier, and other related equipment.
4. May perform other related clerical duties as required.