

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Telephone Switchboard Operator

**CODE NO.:** 39044

**GRADE:** 005

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Operate an electronic telephone switchboard and perform related routine clerical duties.

**ASSIGNED DUTIES:**

1. Operate an attendant console equipped with handset or headset and buttons for the different functions, and handle all telephone traffic through the console.
2. Keep current phone numbers on employees.
3. May supply information to callers or take messages over phone.
4. May operate a public address system.
5. May perform routine clerical duties as directed.
6. Distribute telephone directories.