

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Verifier Operator

CODE NO.: 39020

GRADE: 005

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Under normal supervision, operate alphanumerical keying and verifying machines to record and check a variety of accounting and statistical data recorded on diskettes.

ASSIGNED DUTIES:

1. Key source data and/or verify previously keyed data utilizing magnetic diskettes or other media.
2. Following written information on records, punch or verify corresponding numbers of symbols on the machine keyboard, to record or check the accuracy of previously punched data diskettes.
3. Upon recognition of errors in source documents, correct or bring to the attention of supervisor.
4. Operate various types of keying equipment.
5. May perform other routine clerical duties as directed.

NOTE: Must be able to maintain 10,000 strokes per hour with minimal errors of one half (0.5%) percent or fifty (50).