

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Environmental Clerk

CODE NO.: 39090

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Prepare and maintain statistical reports and records and perform a variety of clerical duties relating to the operation of the Environmental Services Section.

ASSIGNED DUTIES:

1. Prepare and maintain routine monthly permit compliance reports by compiling raw data from the field.
2. Prepare a variety of duties including routine and statistical typing assignments and the preparation of maps.
3. Receive raw data, using a calculator to reduce the data, and enter data into a computer in order to maintain a file of discharge and disposal well activities.
4. Maintain records and files, as required, on matters pertaining to state and federal directives, corresponding monthly with the field and directly with those agencies, as needed, on the permits or non-compliance data.
5. Receive and transmit telephone messages to and from the field or state/federal agencies and carryout the necessary action required to respond to information requests.
6. Perform other clerical duties as directed; operate various office machines such as typewriter, calculator, etc.