

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Stationery Clerk

CODE NO.: 39031

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform various clerical duties incidental to the operation of stationery services as directed.

ASSIGNED DUTIES:

1. Use the applicable ordering system to prepare material requests and blanket purchase order releases necessary for the purchase of stationery and related supplies, assigning codes for proper allocation of charges and assist in determining quantities of forms and supplies ordered.
2. Prepare forms applications; check accuracy of all proofs of forms and route to appropriate personnel for approval before submitting to vendor or internal means for printing.
3. Check and verify stationery and supply invoices by comparison with receiving reports for correct price, quantity, etc.
4. Review incoming material requests to assure proper description and reasonable order level.
5. May prepare requisitions for stationery and supplies upon request of field locations.
6. Maintain records of and assign inventory control numbers to all office furniture and equipment.
7. Maintain records of all office machines to assure proper maintenance and compliance with service agreements.
8. Complete necessary forms covering the transfer or other disposition of office equipment as required.
9. Assist in the selection of special stationery items as required.

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10. Maintain master copy of the Stationery Supply Catalog and make distribution of additions and revisions thereto.
11. Issue audio-visual equipment, maintain inventories, sign-out, register, and complete other necessary records as required.
12. Collect and account for money from personal stationery sales and United Parcel shipments.
13. Operate various office machines such as calculator, adding machine, electric typewriter, and personal computer.
14. Assist in the training of other assigned employees as required.
15. Perform other related duties as directed.