

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Extraction Plant Clerk

CODE NO.: 34245

GRADE: 007

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of clerical duties as required in the preparation, processing and maintenance of required records, reports, statements, etc., pertaining to the operations of the extraction plant.

ASSIGNED DUTIES:

1. Prepare reports from source documents indicating the amount of products extracted, received, shipped, rerun and on hand; receipts of NGL; maintain various related records as required.
2. Assist in the placement of tank cars on the loading rack and the loading of such in accordance with orders received for daily rail shipment of LP Gas by Traffic.
3. Prepare from predetermined calculations a vapor allowance chart of each tank truck/car initially used by the Corporation for hauling propane, butane, and isobutane.
4. Prepare, process and maintain necessary records and reports as required to account for labor, transportation, materials, and other charges.
5. Assist in keeping stock status reports pertaining to inventory levels, etc.
6. May take and transcribe dictation and type correspondence, reports, etc.
7. Perform other related clerical duties and operate various office machines such as adding machine, calculator, and typewriter.
8. Perform related duties on NGL/MIS, other applicable computer programs and personal computer as required in daily operations of extraction plant.
9. Prepare shipping notices, transfers, and bills of lading relative to the shipment of all products extracted.