

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Electronic Data Processor, Sr.

**CODE NO.:** 39023

**GRADE:** 007

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Under general supervision, operate a variety of electronic data processing equipment essential in the preparation of routine and semi-routine statistical listings and reports.

**ASSIGNED DUTIES:**

1. Operate various electronic data processing equipment, including computer systems, in the preparation of the more complex and difficult accounting report and voucher listings and other statistical listings and reports.
2. Maintain controls and analyze complex balancing operations so that errors can be detected and corrected.
3. May instruct other employees on procedures used to perform routine assignments and assist in the training of new employees.
4. May operate key punch, key verifier, and other related equipment as required.
5. May perform other related clerical duties as required.