

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Stenographer Clerk

CODE NO.: 55532

GRADE: 005

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Take and transcribe dictation in shorthand or on a stenotype machine, or transcribe from a sound producing record. Type reports, correspondence, forms, etc., and perform a variety of routine clerical duties.

ASSIGNED DUTIES:

1. Take and transcribe dictation of a varied nature at the required speed and accuracy for classification.
2. Type letters, reports, etc., from rough draft, corrected copy of other records and complete various forms as directed.
3. Maintain records and files as required.
4. Prepare routine correspondence and reports on own initiative.
5. Perform related clerical duties and operate general office machines such as adding machine, calculator, automatic memory typing equipment, copying machine, personal computer, etc.
6. Answer telephone, provide information, and record messages.
7. May receive, open, and distribute incoming mail.
8. May act and perform duties of receptionist as required.

NOTE: See Appendix No. 5 - Clerical Testing.