

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Extraction Plant Clerk Leader\*

**CODE NO.:** 34338

**GRADE:** 010

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Direct, participate in, and assist others in the performance of all clerical duties incidental to the operation of the extraction plant.

**ASSIGNED DUTIES:**

1. May perform any of the duties of the extraction plant clerk.
2. Assign duties to personnel in the unit as necessary to maintain proper work flow and meet deadlines.
3. Review work performed by others as required to assure accuracy.
4. Examine and complete as required source documents and all other reports, forms, and records pertinent to the operation.
5. Assist and train other personnel in the unit as required for efficient operations.

**\*NOTE:** This job is paid the Grade 10 rate because of the requirement to lead one or two extraction plant clerks in the performance of their duties.