

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Records Storage Clerk

CODE NO.: 39028

GRADE: 003

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Receive, record, store, retrieve, and dispose of corporate documents in accordance with established policies and procedures and governmental rules and regulations.

ASSIGNED DUTIES:

1. Receive, record, and store corporate documents in the Inactive Records Center.
2. Prepare and maintain appropriate location indices for all stored documents received.
3. Retrieve documents from inactive storage and maintain necessary check out and reference data as required.
4. Destroy or otherwise dispose of documents in accordance with instructions.
5. Perform various duties relative to microfilming, recording, filing and retrieving of documents as required.
6. Perform various related duties incidental to operation of the Records Storage Center as directed.