

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Field Clerk Leader*

CODE NO.: 34351

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 field operations.

ASSIGNED DUTIES:

1. May perform any of the duties of the Field 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 field clerks in the performance of their duties.