

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Lease Ownership Clerk

CODE NO.: 34192

GRADE: 011

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Investigate and administer the processing of all changes in lessor ownership to assure the correct lease rental and royalty payments, substantiated by proper legal authorization to current owners of land rights held by the Corporation.

ASSIGNED DUTIES:

1. Investigate and process all received changes in lessor ownership by:
 - a. Analyzing various requirements resulting from changes created by deed, death, assignment, or otherwise.
 - b. Verifying geographical description of conveyances against land covered by our leasehold rights.
 - c. Interpreting the language of documents concerning granting and reservations, in accordance with previous decisions rendered by the Legal Department.
 - d. Assuring that the necessary legal documents to verify ownership and authorize payments are obtained prior to release of accrued rentals and royalties.
 - e. Processing changes in order to transfer payments to new ownership and making necessary record notations after satisfying above requirements.
2. Maintain contact with lessors in accomplishing above described work by correspondence and personal contact in office.
3. Perform other related clerical duties as assigned and operate various office machines such as personal computer, adding machine, and typewriter.