

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Production Clerk

CODE NO.: 34138

GRADE: 009

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Prepare and maintain necessary records relating to production and storage well reports, records, correspondence, permits, statements, and statistics.

ASSIGNED DUTIES:

1. Compile, prepare, and maintain records and reports relating to the Corporation's production, storage, and drilling activities.
2. Assist as directed in securing necessary permits for drilling, treating, fracturing, drilling deeper, and plugging of wells.
3. Operate various types of office machines such as typewriter, adding machine, calculator, and personal computer.
4. Prepare:
 - a. Mileage reports, and;
 - b. Prepare summary reports for staff monthly on Gas Loss from Reservoirs.
5. Clear invoices for payment by using the applicable system.
6. Perform various other clerical functions as directed.