

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Word Processor

CODE NO.: 55534

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Formats, produces, and revises documents including lengthy technical and statistical reports from complex source information, retrieves text and data from electronic files. Exercises independent action when interpreting instructions to produce documents. Understands and follows proofreading marks, assumes full responsibility for document accuracy and completeness. Programs certain projects and has a thorough knowledge of center's operations, procedures, and maintenance of records. May operate word processing equipment in the telecommunications mode and prepare materials for entry into print composition equipment.

ASSIGNED DUTIES:

1. Formats, produces, and revises documents including letters, reports, and lengthy technical and statistical reports from a variety of source materials using appropriate basic and advanced word processing programs and text editing procedures at the required proficiency for classification.
2. Plans, formats, types, and prints out complicated forms and charts from source materials provided.
3. Maintains records and files as required.
4. Proofreads assigned materials.
5. Programs and plans highly specialized assignments that are complicated in nature and require a high level of word processing skill.
6. Prints out materials as required.
7. Performs related clerical duties and operate general office machines such as adding machine, calculator, transcription equipment, typewriter, personal computer, copy machine, etc. as required.
8. Answer telephone, provide information and record information.

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9. May receive, open and distribute incoming mail.

NOTE: See Appendix No. 5 - Clerical Testing.