

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Stockroom Clerk

CODE NO.: 39025

GRADE: 002

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

By using the applicable system, perform duties incidental to receiving, issuing and storing of stationery stock and office furniture and equipment; maintain various related records as required.

ASSIGNED DUTIES:

1. Receive all incoming supplies and material and check orders against items as listed on requisitions or orders, counting, grading, or weighing the articles.
2. Maintain stocks in an orderly manner to facilitate prompt handling and accurate maintenance of stock records.
3. Make identifying codes, figures, or letters on articles for adequate recognition.
4. Fill orders requisitioning stock, or issue supplies upon presentation of properly executed order form.
5. Pack and ship, as required, supplies and articles, by the appropriate method or carrier, to proper destination.
6. Receive and deliver from carriers, supplies for other units in the General Office Building.
7. Take periodic inventory or keep a perpetual inventory of stock on hand, making up necessary reports.
8. May make minor adjustment or repairs to articles carried in stock.
9. Maintain stockroom of audiovisual equipment and dispense as directed.
10. Practice safe working habits with stationery equipment and material handling and storing within the unit.

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11. May perform other routine clerical duties.

12. Operate personal computer.