

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Key Punch/Verifier Operator

CODE NO.: 39081

GRADE: 004

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Under close supervision, operate alphanumerical key punch machines to record a variety of accounting and statistical data on data processing diskettes and/or verify the accuracy of prepunched data, using keyboard type machine that indicates error in diskettes.

ASSIGNED DUTIES:

1. Key source data and/or verify previously keyed data, utilizing punch cards, magnetic diskette or other recording media.
2. Upon recognition of errors in source documents, bring to attention of supervisor.
3. May perform other related routine clerical duties as directed.

NOTE: Must be able to maintain 8,000 strokes per hour with minimal errors of one half (0.5%) percent or forty (40).