

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Receptionist

CODE NO.: 38008

GRADE: 003

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Receive visitors coming into the office building, answer their inquiries, and direct them accordingly.

ASSIGNED DUTIES:

1. Obtain caller's name, nature of business and whom he/she wishes to see; contact office or individual and direct caller accordingly; maintain records of caller's name, time of call, nature of business, and person called on.
2. May arrange future appointments.
3. Receive and make telephone calls, record messages, type correspondence, reports, etc., and may perform stenographic and other routine clerical duties as directed.
4. Follow procedures as outlined in manual entitled "Receptionist Duties", if required.
5. May be asked to perform other routine clerical duties.