

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Stockroom Clerk, Senior

CODE NO.: 39029

GRADE: 004

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Direct and assist in performing all the duties incidental to maintaining stationery stock room materials and related records.

ASSIGNED DUTIES:

1. Perform all the duties of Stockroom Clerk in maintaining the general office stationery stock room.
2. Direct the activities of Stockroom Clerk and/or other assigned personnel as required.
3. Receive all incoming supplies and material and check orders against items as listed on requisitions or orders, counting, grading, or weighing the articles.
4. Maintain stocks in an orderly manner to facilitate prompt handling and accurate maintenance of stock records.
5. Make identifying codes, figures, or letters on articles for adequate recognition.
6. Fill orders requisitioning stock, or issue supplies upon presentation of properly executed order form.
7. Take periodic inventory or keep a perpetual inventory of stock on hand, making up necessary reports.
8. May make minor adjustments or repairs to articles carried in stock.
9. Train new employees in the performance of their assigned duties.
10. Perform other related duties and operate various machines such as paper punch, paper trimmer, and postal scales.