

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Gas Measurement Clerk

**CODE NO.:** 55528

**GRADE:** 009

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform a variety of clerical duties which relate to the calculation, statement preparation, pricing, and invoicing of gas throughput volumes, quantities, and related dollars. Assure compliance with applicable rate schedules, tariffs, contracts, agreements, corporate policy, and operational arrangements.

**ASSIGNED DUTIES:**

1. Censor measurement operational charts and flow computer outputs according to established procedure and make necessary corrections to irregularities utilizing departmental records, direct field contracts, manual computations, etc.
2. Transcribe conditions, factors, codes, and values from charts, reports, etc., to worksheets, spreadsheets and/or computer systems via personal computer terminals.
3. May be required to contact customers, field operations staff, and other corporate departmental employees regarding information necessary to perform assigned duties.
4. Computer volumes, rates, billings, and adjustments from data supplied in accordance with schedules, tariffs, contracts, agreements, corporate policy, test reports, and operating arrangements.
5. Perform basic programming with the use of personal computers. Run and distribute various reports.
6. Prepare, verify, review and enter measurement and accounting master files, and reference network applications in order to perform assigned duties.
7. Maintain working knowledge and use of Procedures Manual in performance of assigned duties. Update procedures and document in the manual as required.

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8. Utilize/analyze internal and external invoices, statements, nomination elections, measurement data, computer comparison reports and imbalance totals for entry and reporting.
9. Prepare and maintain schedules, worksheets, logs, and reference files relative to assigned duties.
10. May assign identifiers, methods of calculation, account structure levels, codes, and classifications as required.
11. May file, sort and mail documents as required.
12. May assist in training new assigned personnel in the performance of their duties.

**NOTE:** See Appendix No. 5 - Clerical Testing.