

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Telecommunications Clerk

CODE NO.: 34153

GRADE: 008

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform miscellaneous clerical duties incidental to the operations of the Telecommunications function.

ASSIGNED DUTIES:

1. Perform a variety of clerical duties incidental to the operations of telecommunications activities, including the preparation of expense accounts and timesheets.
2. Set up work orders, shop orders, and write material transfers.
3. Summarize various reports relating to field telecommunications operations.
4. Compile regular and special reports as required.
5. Receive and transmit messages by either radio or telephone.
6. Maintain records and files as directed.
7. Perform other clerical duties as directed; may operate various office machines such as typewriter, adding machine, computer, etc.