

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Field Clerk

CODE NO.: 55526

GRADE: 009

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of clerical duties as required in the preparation, processing, and maintenance of required records, reports, statements, etc.

ASSIGNED DUTIES:

1. Analyze and complete source documents to assure proper coding for budget control, customer, and other accounting purposes as required by established corporate procedures.
2. Utilizing source documents such as requisitions, purchase orders, transfers, etc., verify that project materials have been received and prepare completion and related reports and statements as required.
3. Verify receipts for materials received and assist in maintaining inventory control of stock on hand.
4. Prepare, process, and maintain necessary records and reports as required to account for labor, transportation, materials, and other charges.
5. Type correspondence, reports, etc., as necessary.
6. Operate various office machines such as adding machine, calculator, typewriter, fax, etc. in accomplishing assigned duties.
7. Perform other related clerical duties as required for efficient operations.
8. Operate applicable computer systems to enter various requests and documents.
9. Operate a personal computer to prepare various reports and maintain various files.

NOTE: See Appendix No. 5 - Clerical Testing.