

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Marketing and Rates Clerk

CODE NO.: 35011

GRADE: 005

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of clerical duties incidental to the preparation and maintenance of necessary records, data, and reports related to marketing activities, rate and regulatory activities, data requests, gas requirement estimates, and regulatory reports.

ASSIGNED DUTIES:

1. Compile and process necessary documents and maintain required records relating to the Employee Purchase Plan as assigned; provide forms and information concerning benefits and procedures to employees utilizing the plan.
2. Prepare various statistical reports, exhibits, studies and records, and maintain departmental files.
3. Categorize, code, and maintain docket materials relating to curtailment proceedings.
4. Assist in the preparation of regulatory reports by accumulating input data, compiling work sheets and preparing forms for execution and distribution.
5. Prepare monthly attendance sheets, sickness reports, time off records, mileage reports, etc.
6. Perform general stenographic duties and operate adding machine, calculator, typewriter, and other office equipment.
7. Perform other related clerical duties as required.