

DOMINION HOPE

JOB DESCRIPTION

TITLE: City Plant Clerk

CODE NO.: 55522

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. Verify receipts for materials received and assist in maintaining inventory control of stock on hand.
3. Prepare, process and maintain necessary records and reports as required to account for labor, transportation, material, and other charges.
4. Perform various duties as necessary for the preparation and completion of all work orders.
5. May perform customer accounting functions incidental to providing gas service to all classes of customers.
6. Type correspondence, reports, etc.
7. Operate various office machines such as adding machine, computer, calculator, typewriter, etc., in accomplishing assigned duties.
8. Perform other related clerical duties as required for efficient operations.
9. Operate and perform all required functions in the electronic meter-reading and other computer programs.

NOTE: See Appendix No. 5 - Clerical Testing.