

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Microfilm Equipment Operator

CODE NO.: 39062

GRADE: 008

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Operate assigned equipment and related facilities to produce and retain quality microfilm records from designated documents. Maintain assigned equipment in line and training and perform other duties pertaining to the storage, retention, and disposition of corporate records as directed.

ASSIGNED DUTIES:

1. Receive, index, and record documents forwarded to the Records Storage Center for disposition.
2. Operate assigned photographic equipment, including cameras, film processor, densitometer, etc., and perform required chemical tests to produce quality microfilm records of designated documents.
3. Prepare and maintain accurate indices and files of all documents in the Records Storage Center.
4. Retrieve documents from storage and issue or reproduce copies from microfilm as required and authorized.
5. In line with training, maintain, repair, and adjust microfilming and associated equipment as required to assure proper working condition.
6. Destroy or otherwise dispose of stored documents in accordance with established schedules and authorized destruction orders.
7. Assist and train user personnel in conforming to pre-established procedures.
8. Assist in developing and establishing procedures and layouts.
9. Perform various other related duties as required.

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10. Assure compliance with established records protection, transfer, and distribution procedures.
11. Assure quality of all microfilm records in accordance with established procedures.
12. Working with users, determine feasibility of microfilming documents and schedule filming of same.