

DOMINION HOPE

JOB DESCRIPTION

TITLE: Marketing and Rates Clerk, General

CODE NO.: 35012

GRADE: 007

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Prepare and maintain a systematic program pertaining to the acquisition, retention, and appropriate distribution of information related to corporate, supplier and customer rate filings and tariffs.

ASSIGNED DUTIES:

1. Prepare routine procedures to maintain current gas tariffs of the Company, its suppliers and customers. Assure proper distribution of rate and tariff information.
2. Compile and maintain docket manuals of regulatory proceedings involving rates, fuel cost adjustments and related matters for the Corporation, its suppliers and customers.
3. Assist in the calculation of complex data preparatory to corporate personnel and counseling firms.
4. Prepare various regular and periodic reports related to Gas Transportation and Sales activities as directed.
5. May train and assist other employees in the performance of assigned duties.
6. Prepare and verify purchase orders, receiving reports, invoices or other documents as necessary.
7. Perform other related duties and operate various office machines incidental to accomplishment of assigned duties.