

**DOMINION TRANSMISSION, INC.**

**JOB DESCRIPTION**

**TITLE:** Storage Clerk

**CODE NO.:** 34108

**GRADE:** 009

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform routine and statistical typing, prepare regular reports and maintain records and files relating to gas storage operations.

**ASSIGNED DUTIES:**

1. Perform routine typing assignments of reports and statistical data.
2. Prepare routine reports concerning gas storage operation, including gas injection, output, balance in storage, gas lost, etc.
3. Maintain current records and files pertaining to storage operations as required.
4. Assist in the preparation of special reports by collecting, tabulating, and, as necessary, graphing data on various storage reservoirs.
5. Receive and transmit telephone messages.
6. Perform other routine clerical duties and may operate various office machines such as a typewriter, adding machine, calculator, personal computer, etc.