

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Mail Room Utility Clerk

General Office

Central Main Section

A. Duties:

Under immediate supervision, perform general clerical duties of a minor nature.

Perform duties such as:

1. Perform mail sorting functions; secure mailings for delivery to destination.
2. Prepare material for storage such as transactions and related papers.
3. Maintain stationery supplies.
4. Perform miscellaneous typing, filing and hand collating.
5. Receive and relay messages.
6. Maintain neat and orderly records and files.
7. Perform duties in accordance with the Company's procedures, practices, and safety rules.
8. Report irregularities and abnormal conditions.
9. Direct the work of one or two employes assigned to assist.
10. Assist in the training of other employes.
11. Perform similar or less skilled work in this classification or, when the diversity of work load requires, perform similar or less skilled work in equal or lower classifications.

B. Qualifications:

Meet the Company's requirements as to general qualifications, and meet the following:

1. High school education or the equivalent.
2. Have ability to operate a typewriter, letter opener, adding machine and ordinary reproduction equipment.

Approved by the Company and the Union
March 1, 1978

Eff. 6-10-77

Job No. 1213