

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Mail Processing Cash Clerk

Central Cash Processing (La Porte)

A. Duties:

Under immediate supervision, process mail payments of customer's bills, deposits, or miscellaneous obligations.

Perform duties such as:

1. Process remittances; regular, irregular and miscellaneous; prepare forms as required.
2. Batch industrial payments and process manually.
3. Transmit account data on processing equipment and prepare checks for deposit.
4. Perform cleaning maintenance on equipment.
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 employees assigned to assist.
10. Assist in the training of other employees.
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 the ability to operate remittance processing equipment, typewriter, computer equipment terminals, microfiche, adding machine, calculator and ordinary reproduction equipment.

Approved by the Company and the Union
July 15, 1986.

Job No. 1405