

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Generating Station Clerk

**Bailly Generating Station, D.H. Mitchell Station,
and Michigan City Generating Station**

Electric Generating Stations

A. Duties:

Under direct supervision, perform generating station clerical functions.

Perform duties such as:

1. Planimeter or average daily chart readings.
2. Compute daily consumption of fuel.
3. Review and post daily time tickets to distribution of time forms; prepare related reports.
4. Perform miscellaneous typing.
5. Prepare and maintain other departmental records and reports such as guard duty.
6. Receive and relay messages.
7. Maintain neat and orderly records and files.
8. Perform duties in accordance with the Company's procedures, practices, and safety rules.
9. Report irregularities and abnormal conditions.
10. Direct the work of one or two employees assigned to assist.
11. Assist in the training of other employees.
12. 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, including courses in basic mathematics.
2. Six (6) months' experience as a General Utility Clerk, or the equivalent.
3. Have satisfactorily performed the duties of General Utility Clerk, or the equivalent.

Approved by the Company and the Union
November 1, 1967

Job No. 1814