

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Central Mail Clerk

General Office

Central Mail Section

A. Duties:

Under general supervision, collect and distribute mail.

Perform duties such as:

1. Collect mail and parcels from General Office Mail Room and deliver according to prescribed schedule.
2. Receive and relay messages.
3. Maintain neat and orderly records and files.
4. Perform duties in accordance with the Company's procedures, practices, and safety rules.
5. Report irregularities and abnormal conditions.
6. Direct the work of one or two employes assigned to assist.
7. Assist in the training of other employes.
8. 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. Three (3) months' experience as a Mail Clerk, or the equivalent.
2. Have satisfactorily performed the duties of Mail Clerk, or the equivalent.

Approved by the Company and the Union
March 5, 1973

Job No. 1838