

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

General Field Record Clerk

General Office

General Engineering Department

A. Duties:

*Under general supervision, field check prescribed work orders on a Company-wide basis.

Perform duties such as:

1. Field check prescribed work orders, including gas plant, underground storage plant and transmission regulator station work orders; joint agreements; and telephone permits.
2. Perform prescribed special inventories.
3. Tag poles as required.
4. Receive and relay messages.
5. Maintain neat and orderly records and files.
6. Perform duties in accordance with the Company's procedures, practices, and safety rules.
7. Report irregularities and abnormal conditions.
8. Direct the work of one or two employees assigned to assist.
9. Assist in the training of other employees.
10. 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. Six (6) months' experience as Field Record Clerk, or the equivalent.
2. Have satisfactorily performed the duties of Field Record Clerk, or the equivalent.
3. Have a working knowledge of electric terms and symbols.

*Performance of duties in this classification may necessitate assignment away from General Office area. Conditions to be discussed before employe assumes classification.

Approved by the Company and the Union
November 1, 1967

Job No. 2412