

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Transportation Clerk

Hammond - Gary - Construction

Transportation Department

A. Duties:

Under direct supervision, maintain automotive equipment records and related reports.

Perform duties such as:

1. Prepare and process purchase requisitions, local purchase orders, voucher requisitions, and auxiliary forms and records.
2. Check prices and terms of invoices and process for payment.
3. Post and maintain automotive maintenance records.
4. Prepare forms for registration and licensing of automotive equipment; secure special permits.
5. Record gas and oil consumption.
6. Assign pool cars as prescribed.
7. Prepare and maintain other departmental records such as: License plate and car title registers.
8. Post estimates to prescribed job work contracts for damage claim billing.
9. Receive and relay messages.
10. Maintain neat and orderly records and files.
11. Perform duties in accordance with the Company's procedures, practices, and safety rules.
12. Report irregularities and abnormal conditions.

13. Direct the work of one or two employes assigned to assist.
14. Assist in the training of other employes.
15. 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 an Operating Utility Clerk, or the equivalent.
2. Have satisfactorily performed the duties of Operating Utility Clerk, or the equivalent.

Approved by the Company and the Union
November 1, 1967

Job No. 1532