

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Mail Clerk

General Office

Central Mail Section

A. Duties:

Under direct supervision, collect and distribute mail.

Perform duties such as:

1. Deliver mail to and collect mail from General Office buildings.
2. Weigh, classify and calculate charges on outgoing United Parcel and U.S. Mail; affix postage.
3. Load and unload vehicles.
4. Operate Mail Room equipment such as postage meter machine, and scale; prepare related reports.
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 ability to operate an automobile and possess a valid vehicle operator's license.
3. Have ability to operate a postage meter machine, electric letter opener, and other mail room equipment.
4. Be neat, of pleasing personality and appearance, and with no unpleasant habits.

Approved by the Company and Union
March 1, 1978

Job No. 1636

*Effective
6-16-77*