

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Meter Clerk

Entire Company

Meter Department

A. Duties:

Under direct supervision, maintain life record cards and prepare related reports.

Perform duties such as:

1. Originate meter and metering transformer record cards, post receipts, issues, returns, transfers, and installation value.
2. Take monthly inventory of meters and reconcile to the stock card file.
3. Prepare meter test cards and transcribe results to meter life record cards.
4. Prepare and maintain other departmental records and reports such as meter test, repair, transfer, condemn, and tax valuation.
5. Review gas meter charts to determine a reasonable comparison between meter registration and charted usage.
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. Three (3) months' experience as an Operating Utility Clerk, or the equivalent.
3. Have satisfactorily performed the duties of Operating Utility Clerk, or the equivalent.

Approved by the Company and the Union
November 1, 1967

Job No. 1733