

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Posting Clerk

General Office

Property Records Section

General Accounting Department

A. Duties:

Under immediate supervision, post and balance accounts cards and property records.

Perform duties such as:

1. Post details to General sub-account ledgers; maintain monthly balance.
2. Post work order analyses and property transfers by detailed items to Property Record volumes in utility, district and account order. Balance same.
3. Retype, rearrange and correct ledgers and records.
4. File inactive accounts ledger and property record sheets.
5. Prepare departmental reports related to the duties of this classification.
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 employes assigned to assist.
11. Assist in the training of other employes.

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 general commercial subjects.
2. Three (3) months' experience as Work Order Review Clerk, or the equivalent.
3. Have satisfactorily performed the duties of Work Order Review Clerk, or the equivalent.
4. Be familiar with Company Property Records methods.

Approved by the Company and the Union  
November 1, 1967

Job No. 1737