

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Stores Clerk

Entire Company

Stores Department

A. Duties:

Under direct supervision, maintain stores records and prepare related reports.

Performs duties such as:

1. Review material tickets, purchase requisitions, etc.; process data to maintain stores items file.
2. Prepare and process stores receipts and appliance repair part orders and auxiliary forms.
3. Price mercantile orders for billing.
4. Review carry around report and daily memo listing, and prepare established correction transactions as required.
5. Prepare and maintain departmental records such as freight drafts, stores transfers, bills of lading, adjustment requests, and salvage disposal requests.
6. Prepare reports such as non-highway gasoline use, appliance demonstration.
7. Reconcile differences on monthly meter and transformer inventory reports.
8. Participate in office procedures of annual stores inventory.
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 employees assigned to assist.
14. Assist in the training of other employees.
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. High school education or the equivalent, including courses in general typing.
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.
4. Have the ability to obtain a working knowledge of the material and supplies procedure related to the data processing system.

Approved by the Company and the Union
November 1, 1967
Revised December 20, 1976

Job No. 1826