

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Distribution Clerk

Entire Company

Gas and Electric Distribution Departments

A. Duties:

Under direct supervision, receive and process customer orders pertaining to street and line department operation; prepare related reports.

Perform duties such as:

1. Receive and process customer, contractor, and other utility company calls concerning running of services, lines and mains, and locating facilities ahead of construction work; prepare service tickets, job orders, damage claims, and city permits when required.
2. Prepare and process local purchase orders, check invoices and prepare field receiving tickets.
3. Receive and relay messages for assigned operating area.
4. Review and post daily time tickets to distribution of time forms; prepare related reports.
5. Prepare and maintain reports such as tree trimming, street light outage, leak, inclement weather, and pipe fitting.
6. Receive, disburse, and account for cash handled in the department.
7. Receive and relay messages.
8. Maintain neat and orderly records and files.
9. Perform duties in accordance with the Company's procedures, practices, and safety rules.
10. Report irregularities and abnormal conditions.
11. Direct the work of one or two employes assigned to assist.

12. Assist in the training of other employees.
13. 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. Six (6) 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. 1911