

**NORTHERN INDIANA PUBLIC SERVICE COMPANY**

**Job Description**

**Clerical Administrative Assistant**

**Entire Company**

**Various Departments**

A. Duties:

Under direct supervision, maintain filing and various records systems as well as various computer databases.

Perform duties such as:

1. Create, update, and maintain department letters, reports, and records according to established procedures or special instructions; assemble data for reports.
2. Serve as receptionist for assigned work area; receive and relay messages for assigned work area.
3. Prepare and maintain bi-weekly clerical time reports.
4. Receive and relay messages.
5. Perform duties in accordance with the Company's procedures, practices, and safety rules.
6. Report irregularities and abnormal conditions.
7. Direct the work of one or two employees assigned to assist.
8. Assist in the training of other employees.
9. 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. PC Software proficiency, i.e., Microsoft Word, Excel, Power Point, Internet and various internal systems.
3. Have the ability to pass the Company's data entry test calculated at the validated equivalent off: 70 keystrokes per minute.
4. Have a pleasing telephone voice and the ability to deal with people in an intelligent, tactful, and courteous manner.
5. Have the ability to operate technical equipment as required.

Approved by the Company and the Union  
June 1, 2004

Job No. 1932