

**NORTHERN INDIANA PUBLIC SERVICE COMPANY**

**Job Description**

**Property Records Clerk**

**General Office**

**Property Records Section**

**General Accounting Department**

A. Duties:

Under general supervision, prepare various journal entries and related data.

Perform duties such as:

1. Prepare complex construction and retirement closeout journal entries and supporting detail.
2. Compute interest during construction on required work orders.
3. Apply construction overheads to completed work orders.
4. Process joint pole agreements for entry on property records.
5. Process work orders for approval and related procedures.
6. Compile data and prepare record of reserve for depreciation charges.
7. Accumulate charges and credits to work orders together with property transfers for reconciliation of ledgers.
8. Prepare departmental records and reports related to the duties of this classification.
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 employes assigned to assist.
14. Assist in the training of other employes.
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 basic mathematics and supplemented by a course in basic accounting.
2. Six (6) months' experience as Posting Clerk or Bookkeeping Machine Operator in the Property Records Section or the equivalent.
3. Have satisfactorily performed the duties of Posting Clerk or Bookkeeping Machine Operator in the Property Records Section or the equivalent.
4. Have a working knowledge of Company Property Records methods and procedures.
5. Be familiar with the uniform system of accounts pertaining to plant and property.

Approved by the Company and the Union  
November 1, 1967

Job No. 2028