

NORTHERN INDIANA PUBLIC SERVICE COMPANY

Job Description

Field Record Clerk

Entire Company

**General Engineering and
Engineering Department**

A. Duties:

Under general supervision, field check prescribed work orders for a designated operating area.

Perform duties such as:

1. Field check prescribed work orders, joint agreements and telephone permits.
2. Perform prescribed special inventories.
3. Tag poles as required.
4. Receive and relay messages.
5. Maintain neat and orderly records and files.
6. Perform duties in accordance with the Company's procedures, practices, and safety rules.
7. Report irregularities and abnormal conditions.
8. Direct the work of one or two employes assigned to assist.
9. Assist in the training of other employes.
10. 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 a course in Physics.
2. Nine (9) months' experience as an Engineering Record Clerk, or the equivalent.
3. Have satisfactorily performed the duties of Engineering Record Clerk, or the equivalent.
4. Have ability to operate an automobile and possess a valid motor vehicle operator's license.
5. Be familiar with electric terms and symbols.
6. Be familiar with basic electric equipment and Company construction standards.

Approved by the Company and the Union
November 1, 1967

Job No. 2315