

GAS MEASUREMENTS CLERK

A. Duties:

Under directive supervision and occasionally under general supervision, makes technical computations and verifications of gas meter charts for purchase, billing, and leakage purposes; and performs miscellaneous clerical work; performing duties, such as:

1. Analyzing, calculating, and verifying displacement meter cycle charts for billing purposes;
2. Integrating (machine-operation) and calculating gas deliveries from Company's gas suppliers, measuring station charts, daily, weekly, or monthly;
3. Preparing specific gravity reports on gas measurement charts;
4. Integrating and calculating weekly the Company's orifice meter charts for all stations, posting such data to ledger record, preparing reports of deliveries for use in monthly leakage reports;
5. Verifying and calculating charts for industrial and other large volume customers, including examining for proper operation of meter and recordings; reporting irregularities to supervisor; preparing correction factors for billing purposes;
6. Recording meter change notices and orifice plate changes, including plate coefficients, in accordance with data furnished by suppliers;
7. Preparing special reports as requested, such as: peak hour, peak day loads, statistical reports for large industrial and commercial accounts, and other data;
8. Assisting in other billing operations;
9. Assisting, as directed, in the instruction and training of other employees;
10. Performing all necessary office clerical work, typing, answering telephone, and maintaining various records pertaining to gas measurement; and
11. Performing other similar or less skilled work.

B. Qualifications:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; must have all the qualifications of a Stenographer, or the equivalent, and, in addition:

1. Should have three years of experience as such, or the equivalent, preferably in the Customer Service and Gas Meter Department or in related work within the Company;

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B. Qualifications: (Cont'd)

2. Must have had at least one year of college study, including a course in Accounting, or the equivalent; must have completed the Company's course in Gas Operations;
3. Must be proficient in arithmetic and mathematics;
4. Must have thorough knowledge of the Company's gas measurements procedure, both for purchased gas and large usage customers, including how to proficiently use the integrator and calculating machines;
5. Must have the ability to accurately perform the required duties within the prescribed limits of time;
6. Must have demonstrated the ability to work effectively and harmoniously with other employees;
7. Must have the proper appreciation of the confidential information encountered, and treat it accordingly.

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