

# C-37841 Transportation Clerk A

## Description:

Pay group: 12

Location: Potsdam

Supervisor: Wayne Richards

Unposting Date: 11/22/2022

## About the Position:

Under direct supervision in the Transportation Department to do general clerical work and typing necessary for preparation of forms, reports and records, and to perform such duties as:

- Prepare material issues, emergency orders and received reports;
- Maintain data on motor vehicle inspection, lubrications, gasoline and tire records;
- Maintain record of outside automobile repairs and expense for vehicles not serviced in Company garages;
- Prepare time sheets and daily log sheets;
- May occasionally be required to operate Company vehicles.

## Job Qualifications:

- Must have two (2) years' experience in related work;
- General familiarity with applicable accounting procedures;
- Ability to type;
- Demonstrate familiarity and ability in the use of terminals and associated office data input equipment.
- NOTE: Upon satisfactory completion of two (2) years' service as a Transportation Clerk A, the employee will be promoted to Transportation Clerk B.

**Only bids received on or before the above close date will be given consideration. Email bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.**

**Bidders seeking to be considered for posted positions have the responsibility to fully set forth their qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.**