

E-58272 Consumer Clerk A

Description:

Pay Rate:

Location: Albany

Supervisor: Janelle Scrivens

Unposting Date: 09/04/2024

Job Responsibilities:

Under direct supervision in the Consumer Relations Department to do general clerical and typing functions and process routine incoming and outgoing data; communicate with customers or their representatives for scheduling and initiation of appointments for other department employees; order and maintain stock and materials, schedule conference rooms and office appliances and equipment, initiate phone contact following definitely prescribed Company procedures for the purpose of energy conservation and/or marketing; input and retrieve departmental data, type reports, memorandum and correspondence using the available office machines and maintain files and records in connection with these duties.

Job Qualifications:

- Ability to type with speed and accuracy;
- Capable of being trained in generally accepted office equipment and appliances;
- Ability to handle contacts with customers and other departments in connection with job duties.

Many of the terms and conditions of employment for this position are defined by the current L97 and/or L97C collective bargaining agreements (CBA's). Employees awarded positions are subject to and bound by the terms of these CBA's as well as other agreements (MOA's, MOU's, ...) between the Company and Union. If you have any questions please contact a L97, L97C Union Steward.

L97C bidding procedure:

All employees who are covered by the terms of the L97C CBA (Gold Book) are required, starting May 5, 2024, to submit job bids on or before the above close date **electronically through the Sodales job bidding system**. Employees must submit bids through Sodales for both Gold and Blue Book positions. The Company will not be accepting bids from L97C represented employees via email, fax or paper going forward. Information on accessing and using Sodales can be found on [Gridhome](#), as well as this link sending you directly to [Sodales](#).

Candidates will be considered based on their seniority and the information provided on your application. Candidates who choose to submit incomplete applications may be deemed unqualified or ineligible for the posted position.

L97 bidding procedure:

All employees who are covered by the terms of the L97 CBA (Blue Book) are required, to submit bids on or before the above close date electronically through Sodales job bidding system (**highly recommended**), emailing bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.

Bidders seeking to be considered have the responsibility to fully set forth your 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.