

Job Title: Administrative Support – Special Programs - Grade 9

Reports to: Special Programs Administrator

Assists supervisor in maintaining a complete and systematic set of Retired Members' Council (RMC) membership and accounting files and reports as well as Agency Fee (Beck) Objector applications and accounting records, files and reports.

- Performs a variety of clerical administrative and technical tasks that are auxiliary to the work of the supervisor and which requires a technical knowledge in a specialized area.
- Performs clerical duties that require a thorough knowledge of the organization and its procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced. Duties are diverse, with some duties requiring analysis and reasoning.
- Frequent decision making is required often involving initiative in identifying problems and potential solutions. Most tasks and duties are performed according to clear guidelines, although many tasks are performed in accordance with broad, general guidelines. Decisions could cause the union to be vulnerable to unfair labor practice charges, increased costs or other impediments to the achievement of department objectives. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Performs RMC accounting functions as required by supervisor. Duties include: auditing and coding RMC cash receipt transactions.
- Maintains accurate RMC membership records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, and perform simple computations.
- Assists in maintaining RMC membership levels. Duties include compiling date for initial contact with new retirees, and compiling, creating and mailing monthly renewal notices.
- Responsible for annual notice of per capita payment from clubs. Duties include creating membership reports, updating RMC database from returned reports and tracking returns.

- Maintains accurate Agency Fee Objector records and files. Must be able to retrieve information from records and files upon request. May be required to record information in organizational documents, enter data into simple computer programs, distribute information, and perform simple computations. Agency Fee Objector work involves the application of standard practices, including compliance with *Beck* and related cases. Controls work flow of Beck objector letters, including coding, data base entry, notification and verification of applicant status with locals, and notification to ineligible applicants.
- Responsible for creating and mailing objector reduction checks, including interacting with the Accounting department in the areas of disbursement reports and local billing.
- Answers telephone, takes messages or refers calls to appropriate department. Regular contact with local members, local officers, retired members and agency fee objectors is required.
- May be required to give guidance, training and instruction to other Special Program Clerk positions.
- May be required to receive and distribute mail and reports.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 60 words per minute
- Advanced working knowledge of Microsoft Windows, Word and Excel; and working knowledge of Access (or comparable database software such as IQ) and Groupwise email system
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Excellent communication, listening skills, and attention to detail
- Ability to understand and follow moderately technical instructions and CWA accounting rules and policies
- Two years related experience or training or equivalent combination of education and experience

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel or crouch. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date _____

Date _____