

Job Title: Cope Administrative Specialist - Grade 10

Reports to: Administrative Assistant to the President / Political Director

Narrative:

Work involves ongoing responsibility for the workflow of the CWA-Cope office. Generally works in a one-on-one relationship. May be required to assist in other related areas depending on the workflow.

- Performs a wide range of clerical, administrative functions that are auxiliary to the work of the supervisor and require advanced knowledge of technical work practices.
- Performs clerical administrative duties that require a thorough knowledge of CWA policies, practices and procedures.
- Work is rapidly paced.
- Duties are generally diverse with most duties requiring considerable thought, analysis and reasoning.
- Frequent substantive decision making is required. Few guidelines exist for performance of duties and tasks. Exercises independent judgment on complicated or special matters.
- May be required to compose relatively complex reports without instruction or review. May be required to read reports and summarize information to facilitate review by supervisor.
- Handles routine administrative details independently and participates in the management of the office / department.

Duties and Responsibilities:

- Administrative responsibilities include:
  - Overseeing processing of all CWA-COPE contribution requests including pre-check write compliance review, processing and ensuring correct transmittal procedures are followed
  - Responsibility for timely and accurate reporting of CWA-COPE state and federal FEC campaign finance reports

- Responsibility for preparing and filing quarterly CWA-COPE IRS 8872 disclosure reports and other tax forms as directed
  - Assisting in development of overall contribution budget and in the development of giving strategies in state and local races
  - Coordinating distribution of CWA-COPE program to locals and monitors program's progress
  - Coordinates CWA-COPE Convention Awards Program and ongoing Incentive Program
- Performs secretarial functions as required by Supervisor. Duties include typing, word processing and data entry from a variety of sources such as : handwritten rough drafts, form letters, forms, reports, printed materials, columns of numbers etc. May handle or compose correspondence or take action without direction from supervisor. May be required to use Dictaphone or transcription of other recorded data.
  - Technical responsibilities include: a) the development and manipulation of spreadsheets, b) development and maintenance of complex relational databases using Microsoft Access or other similar database software and c) text integration, layout and production of published material – using standard PC software. May be required to perform simple computer programming.
  - May be required to perform advanced research with minimal direction. Research work includes telephone surveying, data collection, developing and maintaining databases and preparing reports and newsletters.
  - Answers telephone, takes messages or refers calls to appropriate department. Regular contact with local members, local officers and the external public is required.
  - Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. Must be able to summarize data, interpret data and perform complex computations. May be required to perform large scale reconciliation of records. May be required to setup record keeping systems, research, collect and interpret data.
  - May be required to order supplies for department with approval.

- Maintains up to-date computer calendar of state filing dates, schedules appointments and coordinates travel and meeting arrangements for conferences and workshops.
- Performs liaison duties between supervisor and other employees and offices.
- May be required to receive and distribute mail.
- Operates routine office equipment including computer, label maker, copier, FAX.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 60 words per minute
- Advanced working knowledge of Microsoft Windows, Word, Excel and Access (or comparable database software) and the Groupwise email system
- Microsoft Office User Specialist core certification in Word, Excel and Access or equivalent coursework and experience and ability to pass computer-based examination in each of these areas
- Familiarity with or ability to learn electronic campaign finance report filing systems and ability to use such systems to prepare and file state and federal reports
- Ability to learn new software as required by supervisor or as technology changes
- Must be a self-motivated and energetic individual who possesses good interpersonal skills
- Must have the ability to handle multiple tasks simultaneously
- 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 or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

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Human Resources Director

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Chief Steward, OPEIU Local 2

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Date

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Date