

Job Title: District Membership Dues Specialist - Grade 10

Reports to: Vice President, Assistant to Vice President, Administrative Assistant

Narrative:

Work involves assisting and coordinating efforts between District Dues Coordinator, Locals and Secretary-Treasurer's office in relation to dues reporting issues of existing and newly organized units. May work in a one-on-one relationship or may be required to work for more than one staff in some locations.

- Performs a wide range of clerical, administrative functions that are auxiliary to the work of the supervisor and requires an advanced knowledge of CWA dues processing practices and procedures.
- Performs secretarial duties that require a thorough knowledge of the organization, its procedures and practices.
- Pace of work is erratic, with periods in which 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.

Duties and Responsibilities:

- Performs all 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 be required to handle or compose correspondence or take action without direction from supervisor. May be required to use Dictaphone or transcription of other recorded data.
- Required to research dues processing issues with minimal direction. Research work includes telephone surveying, data collection, developing and maintaining databases and preparing reports and correspondence.

- Utilizes agency fee reports to assist in identifying employees to be signed as members and or payroll deduction authorization cards.
- Utilizes pending dues deduction and dues cancellation reports to determine what corrective action is required.
- Monitors newly organized units to ensure that payroll deductions begin immediately after a collective bargaining agreement is negotiated and ratified.
- Monitors locals that are delinquent in per capita remittance.
- Reviews dues status reports weekly to determine if companies are current with dues payments and reports. Takes corrective action when necessary.
- Answers telephone, takes messages and refers calls to appropriate department. Regular contact with local officers, members and employers concerning membership dues reporting issues 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 basic mathematical computations. May be required to perform large-scale reconciliation of records. May be required to setup record keeping systems, collect and interpret data.
- May be required to receive and distribute mail.
- Operates routine office equipment including computer, label maker, copier and FAX.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 70 words per minute
- Advanced working knowledge of Microsoft Windows, Word, Excel and Access (or comparable database software) and the Groupwise email system

- 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, communication, listening and math skills
- Ability to read and comprehend instructions and correspondence; ability to write correspondence
- Ability to handle multiple tasks simultaneously
- Two years minimum experience in CWA operations, policies and procedures

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, 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