

Position: Membership Dues Computer Operations Specialist

Job Classification: Grade 10

Supervisor: Paula Morgan

Department: Membership Dues

Summary of Responsibilities:

Responsible for processing all electronic media dues reporting; scheduling and running all dues batch processing jobs; dues check processing; and transfers to the bank. Troubleshoot problems, both hardware and software; and works closely with Supervisors, Audit IV's and programming staff to keep membership dues system operating smoothly and efficiently.

Specific Tasks:

- Convert and process company dues magnetic tapes, disks, FTP and Excel files
- Advise Supervisor and Audit IV's of any computer-related processing problems
- Advise Supervisor, Audit Clerk IV's, and Programmers of any programming problems or changes in format, etc.
- Maintains schedule of all membership production report printing
- Process local dues remittance checks and execute bank transfers
- Schedules and runs all processing unit initializations
- Monitors production status of tape processing units, maintains company contact and mailing list and controls return of company tapes
- Controls creation of CWA new mailing files
- Process post office address change updates as needed
- Process changes reported by mailing house

- Assists in verification and distribution of membership history data used in department research work
- Special projects as needed

Qualifications:

- High School diploma or equivalent
- Ability to handle multiple tasks, have good mathematical and organizational skills
- Minimum 2 years experience working with membership dues software - CIMS
- Working knowledge of :
 - word processing software - Word or Word Perfect,
 - workstation software - Windows 98 and MS-DOS,
 - operating system utilities such as Pconsole and Peditor,
 - communications software such as Procomm Plus,
 - report writer software such as IQ,
 - other software knowledge should include EXCEL, PrimaSoft Auto FTP, Monarch, Checkgard, PK Zip
- Ability to work independently with a minimum of supervisor direction or oversight
- Ability to learn new software packages as need arises

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

Date

Chief Steward, OPEIU Local 2

Date