

Job Title: Membership Dues Specialist - Grade 10

Reports to: Membership Dues Supervisor / Coordinator

Responsible for coordinating efforts between Secretary-Treasurer's office and NABET/CWA sector and locals in relation to membership dues, daily hire report processing and training. Works closely with supervisors, Audit IV's, programming staff and computer operations specialist to keep membership dues system operating smoothly and efficiently. May be required to assist in other related areas depending upon the workflow.

- Performs a variety of clerical tasks that are auxiliary to the work of the supervisor and which requires an advanced knowledge of CWA dues processing practices and procedures.
- Work is rapidly paced. Duties are diverse, with most duties requiring considerable thought, analysis and reasoning.
- Frequent substantive decision making is required which often involves initiative in identifying problems and potential solutions. Decisions made could cause major delays, increased costs or other major impediments to the achievement of department objectives. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Processes NABET/CWA dues reports requiring problem solving and balancing.
- Assigns work to audit clerks for processing of dues.
- Select files using report writer software to create data files and reports for various purposes.
- System tests new programs or software and documents results.
- Maintains production schedules.
- Monitors production status of NABET/CWA dues processing and contacts companies and locals in regard to reporting problems.
- Assist new units or groups with CWA dues system and procedures.
- Assists Computer Operations Specialist with daily duties and serves as a backup in their absence.

- Keeps supervisor advised of any problems that could adversely affect normal processing.
- Answers inquiries pertaining to dues accounting reports on an as-needed basis.
- Trains employees assigned to work group.
- Maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to record information in documents, enter data into computer programs, distribute information, perform computations.
- Performs other related miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed – 40 words per minute
- High school diploma or equivalent
- Good math, communication, listening, organizational skills and attention to detail
- Ability to handle multiple tasks
- Ability to read and comprehend instructions and correspondence
- Working knowledge of Microsoft Windows, Word and Excel
- Ability to become proficient in the use of other software packages required to perform duties
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Ability to understand and follow technical instructions and CWA dues accounting rules and policies
- Ability to work independently with a minimum of supervisor direction or oversight
- Minimum two years experience working with membership dues accounting software - CIMS

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 50 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date _____

Date _____