

JOB DESCRIPTION

POSITION: Secretary I

LOCATION: APEA/AFT Headquarters

DEFINITION: Under general direction performs a variety of clerical duties for the Alaska Public Employees Association as the Alaska State Federation.

EXAMPLE OF DUTIES:

Prepares correspondence: types reports, letters, lists, orders, briefs, grievances, statistical data or material from rough drafts, transcribing machines or verbal instructions and composes own correspondence.

Receives and screens telephone calls and visitors; directs callers to appropriate staff; takes messages and answers routine questions; answers questions on status of current projects, using tact and discretion in the amount and type of information given to various parties; makes appointments; relays messages of a confidential nature.

Answers routine requests for information concerning APEA/AFT structure, functions, projects and member rights and benefits.

Receives sorts and distributes mail; prepares outgoing mail; update and maintain a variety of logs (i.e. mail log).

Establishes and maintains files and records systems according to office needs and operating procedures (i.e. opens and closes grievance files). Updates and maintains levels of function: these are all active union members and their roles with the APEA/AFT and/or their own local chapter. Maintains resource materials such as arbitration decisions, class specifications and Labor Relation Agency decisions. Maintains and files all reading and subject files.

Prepares, compiles and distributes extensive mail-outs to members, often within short time frames. May direct or coordinate the work of temporary employees in this activity.

Orders all office supplies and other office needs. Maintains established supply levels.

Copies material; may perform routine cleaning and maintenance of standard office equipment; contacts repair person for periodic maintenance or repair as needed.

Arranges for transportation and accommodations of traveling staff and members; prepares check requests and processes expense claims; arranges meetings and trainings; prepares notices.

Performs courier and errand duties as required.

Performs other duties as assigned.

Knowledge of: Proper English usage (business and correspondence); modern office methods, supplies and equipment; filing and records management.

Skills in: Operating standard office equipment and computers. Must be proficient in Microsoft Word and Excel.

Ability to: Determine, prioritize and organize work, meeting required deadlines; work under pressure with accuracy and minimum supervision; performs typing and clerical work; spell correctly and use proper English; establish and maintain effective working relationships with those contacted in the course of the work; speak and write effectively and project a favorable impression of the union.

MINIMUM QUALIFICATIONS: High school diploma or the equivalent and two years of clerical office experience; must type at least 30 wpm. Prior experience with public contact is desirable.