

TOTEM (APEA/AFT) Administrative Assistant

Anchorage Field Office

JOB DESCRIPTION

Position: TOTEM Administrative Assistant

Location: Anchorage Field Office

Definition:

Under general supervision, provides general administrative and clerical support services and performs special or ongoing assignments at the paraprofessional level under the guidance of the TOTEM President. The intent is to extend the capabilities of the TOTEM office in providing services to the membership.

Examples of Duties:

Prepares correspondence: creates reports, letters, lists, orders, briefs, grievances, statistical data or material from rough drafts, or verbal instructions and composes own correspondence, proofreads other correspondence for office staff; creates, edits, writes and arranges TOTEM Newsletter; receives, sorts, and distributes mail; prepares outgoing mail.

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

Establishes and maintains a membership database for all TOTEM Employees, creates and manages personnel files for all of TOTEM, including, but not limited to: resignations, terminations, disciplinary, and new hires. Updates and maintains levels of function, maintains resource materials such as arbitration decisions, class specifications and Labor Relation Agency decisions. Maintain and file all reading and subject files.

Manages TOTEM Website on a weekly basis, updating as requested by the TOTEM President and creating new layouts or designs when necessary; oversees member emails lists and correspondence to members through an online distribution system.

Is responsible for the financial records of TOTEM; must process dues, including entering records into database and issuing checks to APEA/AFT; maintains records of all incoming bills and payments, reimbursement of scholarships, petty cash fund and credit card receipts; works with

outside accountant on yearly audit and works with the treasurer to reconcile bank accounts monthly.

May be assigned primary responsibility for independent administration of less complex programs or functions, such as processing catastrophic leave donations. Maintains necessary records, answers questions, investigates complaints regarding the assigned function.

This position has the primary responsibility for the coordination of the yearly TOTEM Spring Conference. This includes all facility, presentation, and support activities. On a lesser scale, also makes arrangements for TOTEM sponsored meetings, such as Executive Board training sessions. Research availability and locations, services, and supplies, and makes recommendations to the TOTEM President. Coordinates and assists in preparation and distribution of materials. Arranges for transportation and accommodations of traveling staff and members. Perform other duties as assigned.

Ensures that office equipment is properly maintained; orders office supplies, forms, and brochures; prepares and distributes new hire and member packet materials; creates, compiles, and distributes interdistrict, USPS and electronic mailings to TOTEM members, often within short time frames.

Organizes and maintains files and records systems for all of TOTEM employees; ensures that files are up to date; recommends changes in system or procedures; keeps time and attendance records; prepares periodic reports.

Knowledge, Skills and Abilities:

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

Computer skills: Operating standard office equipment and computers. Proficient in the use of Word, Excel, QuickBooks, email systems, browsers, website building sites and database management systems (such as Filemaker and Access).

Ability to: Ask questions and elicit required information; gather and analyze data, prioritize, and organize work, meeting required deadlines; work under pressure with accuracy and minimum supervision; perform 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.

Minimum Qualifications:

High school diploma or the equivalent, two years of clerical office experience. Prior experience with public contact is desirable. Valid driver's license required.

The beginning salary is \$4,240 per month to \$4,523 per month (DOE), plus benefits.

08/22 JK