

DATE OF POSTING: September 21, 2016

TERMINATION DATE FOR APPLICATIONS: September 28, 2016

POSITION: **DATA INITIATOR
(2 positions)**

COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade D

STAFF RELATIONSHIP: Responsible to Shawn Green,
Associate Manager

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Data entry of the first level of information on incoming mail for all departments;

Open, sort, prepare and distribute all incoming mail. Collate and distribute printed materials to all staff. Sort, file, retrieve, scan, index, copy, prepare documents and file folders;

Knowledge of standard rules and procedures required to perform standardized assignments;

Must have a working knowledge of the workflows for all departments;

The work involves training staff and answering questions in the operation of document management and providing assistance in the department as assigned;

Proofread form letters for correct data entry, type envelopes and benefits correspondence and related documents;

The work requires the ability to use sound judgment in making decisions;

This job requires the ability to establish and maintain effective working relationships with staff and management.

ASSIGNED DUTIES:

Data entry of incoming mail;

ASSIGNED DUTIES (*continued*):

Open, sort, prepare and distribute all incoming mail;

Prepare and insert outgoing mail;

Scan, retrieve and distribute documents and maintain equipment;

Make or receive telephone calls and direct contacts with members and providers to handle sensitive and confidential matters concisely, tactfully and diplomatically;

Type correspondence and envelopes;

Prepare materials and envelopes and insert materials in envelopes;

File and retrieve information;

Perform other job related duties as assigned from time to time.

MINIMUM REQUIREMENTS:

Graduation from high school or vocational school;

Ability to analyze information and make accurate decisions;

Experience and training which provide the following abilities, skills and knowledge:

ability to type;

ability to operate a personal computer and common office equipment.

ability to communicate tactfully, courteously and effectively.

TESTING:

Keyboard (Typing): 30 wpm, 98% accuracy

Keyboard (Numbers): 20 npm, 98% accuracy

Visual Speed and Accuracy: 70%

July 6, 2015