

POSTING DATE: February 20, 2020

TERMINATION DATE FOR APPLICATIONS:

POSITION: **CLERICAL ASSISTANT
(Hancock)**

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade B

STAFF RELATIONSHIP: Responsible to Cheryl Conklin
North-Central Zone Director

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:

This position is clerical in nature. Work mainly involves answering the phone, but may also occasionally include filing, copying and other office duties.

This position requires the ability to establish and maintain effective working relationships with the public, members and leaders, as well as staff and management.

ASSIGNED DUTIES:

Answer inbound calls and take messages as needed. Provide general information to callers.

Open and sort incoming mail.

File materials in appropriate file areas.

Copy documents as necessary.

Operate standard office equipment, including a personal computer.

Assemble member packets.

Greet visitors and provide general information.

Perform other job related duties as assigned.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school.

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

- Ability to operate a personal computer and common office equipment
- Ability to communicate tactfully, courteously and effectively
- Ability to organize and file materials