

**SEIU Local 284**  
**Part-time Hourly Office Support Position**  
**JOB POSTING AND DESCRIPTION**

**SEIU Local 284 is seeking a part-time Office Support person.**

- SEIU is the largest Union in North America. SEIU Local 284 is the largest Union of School Service Employees and Child Care Workers in Minnesota.
- Interested persons should send a resume and letter of interest to: SEIU Local 284, 450 Southview Blvd., South St. Paul, MN 55075. Attn: Michele Pederson

<b>Job Title:</b> Part-time Hourly Office Support 30 Hours Per Week	<b>Date:</b> Immediate Opening <b>Application Deadline:</b> 2-3-2012
<b>Starting Rate:</b> \$15.00 Per Hour (*Related experience considered)	<b>Supervisor:</b> Director of Operations
	<b>Location:</b> South St. Paul Office

**JOB SUMMARY:** The primary responsibility of this position is clerical in nature; answering phones, proofreading, copying, filing, mailing and data entry. ***This position requires a high level of accuracy and attention to detail, confidentiality, and professionalism at all times.*** Applicants must be flexible and willing to work additional hours when needed.

**ASSIGNMENT:** Daily work assignment and direction given by Director of Operations.

**MAJOR AREAS OF ACCOUNTABILITY:**

Office Support Position

- A. Answer phones, assist members, greet visitors.
- B. Type/copy/mail/distribute all forms of correspondence/petitions/reports as requested by Local 284 staff.
- C. Proofread contracts.
- D. Maintain historical files.
- E. Keep website current with Local 284 benefit information.

**CRITICAL SKILLS/EXPERTISE**

**Special Knowledge or Skills:**

- A. Proficiency with computer and applications.
- B. Ability to maintain confidentiality in all aspects of the job.
- C. Good human relations skills.

**Equipment, Machines, Tools, Electronic Devices, Software:**

- A. Computer, printer, scanner, calculator, copy machine, fax machine, postage machine.
- B. Software includes, but is not limited to: Microsoft Word, Microsoft Excel, Microsoft Access, Power Point, E-mail and Internet.

**Mental Involvement:**

- A. Ability to organize and prioritize tasks in order to meet strict deadlines.
- B. Ability to respond to or make quick decisions.
- C. Exercises a high level of confidentiality in handling Union and member information.

- D. Ability to handle multiple tasks at once while dealing with constant interruptions.
- E. Ability to think and plan strategically.
- F. Ability to plan work independently.

**Physical Involvement:**

- A. Requires extended periods of sitting.
- B. Frequent repetitive action on keyboard.
- C. Occasional lifting up to 30 pounds.
- D. Requires some bending, stooping to reach file drawers.

**Working Conditions:** Flexibility and willingness to work additional hours when required.

**Supervision of Other Employees:** None

**MIMUMUM QUALIFICATIONS**

**Education:** High School diploma or equivalent required.

**Experience:** Two or more years of office clerical experience preferred. Prior school district work experience and SEIU Local 284 union activism is helpful.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability*