

DISTRICT COUNCIL 1707  
JOB POSTING FOR

DUES CLERK

**REQUIREMENTS**

- Inputs all necessary information into the membership database. (Information is to include name, address, apartment number, social security, home phone, cell phone, salary/rate of pay, date of birth, gender, job category/title, date of hire, date of dues eligibility, agency ID number, agency name, address, phone and name of agency head and bookkeeper and staff assigned name.)
- Keep track of probationary periods by job category/title in agencies/centers to assure prompt payment of dues
- Enter date of return with status of NO CARD. Review all NO CARD status on a bi-weekly basis for proper membership recordkeeping. After two attempts to receive missing information, a NC (No Card) report must be generated and given to the department director for follow-up.
- All inputted information must be proof read for accuracy.

**SALARY**

- \$21,746.40 per year

**QUALIFICATIONS**

- High School Graduate/GED
- Computer knowledge with internet usage
- Experience with Microsoft Excel, Microsoft Word, and fundamental knowledge of calculator.

Preference will be given to internal staff. Interested individuals, who have a resume on file, should send a letter of interest only. Other individuals should send a resume and cover letter to: Cheoliver Sprosta, Human Resources/Executive Assistant, District Council 1707, 420 West 45<sup>th</sup> Street, New York NY 10036 or fax to (646) 981 6345.