

Since 1910



Local 1000, AFSCME, AFL-CIO

143 Washington Ave., Albany, NY 12210

518-257-1000 • 1-800-342-4146

[www.csealocal1000.org](http://www.csealocal1000.org)

**New York's LEADING Union**

Kathleen Cahalan, PHR  
*Director of Human Resources*

## POSTING

AUGUST 14, 2014

THIS IS TO ANNOUNCE A VACANCY IN THE MEMBERSHIP RECORDS DEPARTMENT. THE POSITION IS A **NOTICE INQUIRY CLERK, UUE-NY GRADE 5/6/7**. ANYONE INTERESTED SHOULD NOTIFY THE HUMAN RESOURCES DEPARTMENT, IN WRITING, (WITH RESUME) OR VIA E-MAIL TO [STAFFPOSTINGS@CSEAINC.ORG](mailto:STAFFPOSTINGS@CSEAINC.ORG) NO LATER THAN CLOSE OF BUSINESS, AUGUST 25, 2014.

*Kathleen Cahalan*

---

KATHLEEN CAHALAN, PHR  
DIRECTOR OF HUMAN RESOURCES

KC/sdg

cc: D. Donohue  
C. Bruno  
B. Hawley  
UUE-NY President  
Central Files



LOCAL 1000, AFSCME, AFL-CIO

143 WASHINGTON AVENUE, ALBANY, NEW YORK 12210

**NOTICE/INQUIRY CLERK  
UUE-NY GRADE 5/6/7**

**JOB SUMMARY:**

Under the supervision of the Administrator and/or Assistant Administrator of Membership Records, the Clerk performs various duties relating to the maintenance of CSEA's membership records.

**ESSENTIAL FUNCTIONS:**

1. Processes membership applications and generates payroll ordered deduction notices.
2. Generates payroll notices to reinstate, change or stop deductions as well as performs maintenance to the data base to update information.
3. Performs necessary research as a result of periodic member/agency shop/financial core reporting.
4. Communicates with members (active and retirees), agency fee payors, payroll offices, local and unit officers, and CSEA staff concerning dues deductions or deductions for group insurance programs, membership status or membership cards.
5. Provides local/unit officers with membership data including local history cards.
6. Issues replacement membership cards.
7. Assists with member billing when necessary.
8. Updates members' records to reflect changes such as salary, dues rate, address and local/unit assignment.
9. Processes updates from the CSEA website, responds to inquiries from the website and may assist members with website access.
10. Responds to members' inquiries via phone and/or mail to verify membership status, local or unit assignment and refers members to other departments when necessary.
11. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

High School Diploma or Equivalency

**AND**

Ability to operate a standard alphanumeric keyboard.

Advancement to the next grade level upon completion of two years of satisfactory performance as determined by Department Head.