



AMERICAN LEGION AUXILIARY Department of California

Job Description —Membership Clerk

This position is located at the Department Headquarters in San Francisco under the direction of the American Legion Auxiliary, a non-profit organization chartered for the purpose of assistance to veterans. Administration comes from the Secretary/Treasurer, an officer of the organization.

The employee should have completed 12th grade or have an equivalent of a GED certificate; and must have good English-language skills for speaking, writing, and reading; be able to type 50 wpm; be knowledgeable of major computer software.

Membership Responsibilities

The employee is responsible for the control of the American Legion Auxiliary membership computer system; the maintenance of accurate records and filing system for all transfers, applications, changes of address and renewals; response to, in a timely manner, all correspondence directed to the Department from Units, Districts, or the National organization in regards to membership.

Daily: Posting of membership into the computer database on a daily basis. Maintain complete processing, individual member, and National correspondence on all Unit 1000 members. Problem solve and research membership discrepancies. Communicate with Units regarding transmittal errors. Maintain all physical files relating to membership including all materials provided by National. Backup computer files on diskettes to be stored in safe.

Weekly: Report and transmit membership to National Headquarters

Monthly: Produce and distribute the membership standing on the 1st and 15th of the month to the respective District Chairmen.

Annually: Assist in the preparation of the Book of Reports. Prepare and mail Membership Packet for Units.

Office Responsibilities

Retrieve mail from American Legion War Memorial Commission. Open, date stamp, make notations, and sort mail. Prepare outgoing mail.

Answer phones, using the FAQ Binder help to answer questions, direct calls, take messages.

Monitor the performance of the various office machines, report any difficulties to the

Secretary/Treasurer.

Maintain all supplies and materials including paper products, supplies for Office, Unit, District, and Department members.

Keep an accurate inventory control of said supplies and materials. Perform a monthly audit of same, advising the Secretary /Treasurer of inventory needs.

Prepare monthly mailing including copying, collating, and packaging.

Process all mail including once-a-month bulk mailing to specific addresses as instructed by Secretary/Treasurer.

Respond to all requests for supplies from members. Said items to be packaged and mailed in a timely manner. Verify proper funds received for all items ordered. File completed orders.

Other tasks may be assigned by the Secretary/Treasurer. Must be willing to assist co-workers with unrelated tasks when requested.