



Happy 4th
of July!

ASEA In Action



Notice Of Open Position No Government Shut Down In ASEA Fairbanks Office FY 2018 Budget Passed

NOTICE OF OPEN POSITION

JUNE 13, 2017

CLASS SPECIFICATION: SECRETARY

SALARY:\$41,645.00 DOE + Benefits

JOB LOCATION: ASEA/AFSCME Local 52/Fairbanks

Definition: Under immediate supervision, performs general office work; i.e., typing, photocopying, filing, data input and receptionist/mail clerk duties.

Distinguishing Characteristics: The Secretary assists business agents, organizers and administrative staff in general office duties. As vital support to these positions, the Secretary will frequently be the first and sometimes the only point of contact with the public and Union members and is required to receive calls and visitors with a professional and courteous demeanor, while putting them at ease and asking pertinent questions tactfully and giving information and directions clearly.

Examples of Duties:

- Receptionist/mail clerk duties;
- Assists in scheduling new hire orientation and welcomes new members, assists in preparing and distributing New Hire packets;
- Processes and transmits data, tracks and organizes large volumes of information;
- Staff support in typing, filing, data entry, report production, photocopying;
- Maintains common areas such as the break room, copier room, and reception area;
- Maintains various logs; maintains and updates reference material; and,
- Assists in office and floor activities during conferences, trainings, and conventions.

Employment Standards: This is a 40-hour workweek position, with work schedule from 8:00 a.m. to 5:00 p.m. Education and experience equivalent to graduation from high school and three years of work experience involving substantial contact with public. Work experience should reflect the need for a clear speaking voice, tact, courtesy and demonstrate excellent people skills in a fast-paced office. Typing speed of 60 wpm and demonstrated experience in Outlook, PowerPoint, Word and Excel is required.

ASEA/AFSCME Local 52 is an 8,000-member Union representing professional, technical, administrative support and essential employees in the State of Alaska and Municipal Employees in the City of Sitka and Fairbanks North Star Borough. All Local 52 employees are represented by Laborers' Local 341. We are an Equal Opportunity Employer.

Interested applicants mail or fax resume to attention of:

JIM DUNCAN, EXECUTIVE DIRECTOR

ASEA/AFSCME Local 52

2601 Denali Street, Anchorage AK 99503

Phone: (907) 277-5200; Fax: (907) 277-5206

DEADLINE FOR RECEIPT OF APPLICATIONS:

No later than 5:00 p.m., JULY 12, 2017

Important Dates

September 11 - 12, 2017 State Executive Board Meeting - Sitka

December 13 - 14, 2017 State Executive Board Meeting - Fairbanks

A possible Government shutdown has been avoided. The Alaska State House and the Alaska State Senate passed the FY2018 Operating Budget late Thursday night June 22, 2017.

The next step in the process is that the budget has to be signed by Governor Walker. Since Governor Walker called the Legislature into special session to pass a FY2018 budget and avoid a shutdown, I am sure he will sign it so it is in place prior to July 1. He does have the ability to "line item" veto budget appropriations and he may use that constitutional power if there are specific line items he thinks should be reduced or are not appropriate.

If you have any questions, please feel free to contact Jim Duncan, Executive Director, 907-277-5200 /1-800-478-2732 or your assigned Business Agent.

President's Message

Sisters and Brothers,

As a union, we need to better promote ourselves in the public's eye. Be strong and be proud to be a union member. We represent working families in the public sector and we need the public to stand behind us as we faithfully do our jobs to serve our community. I believe we must endeavor to be who we say we are, ASEA STRONG, and then demonstrate it with love and kindness.

The Never Quit campaign, is a way of starting to brand ourselves by virtue of the work we do for the State of Alaska. This will jettison our Union to be seen and heard through your voice as a State ASEA member. The more the public sees us, the more the public will know we are their neighbors providing them with services.

Worksite meetings are coming your way. These are lunchtime meetings that are scheduled to inform you about matters that affect you. Attend a meeting to get information and to share your concerns.

Dawn Bundick

In Solidarity & Friendship Dawn F. Bundick, ASEA/AFSCME Local 52 State Executive Board President

Petersburg Chapter Awards Scholarship

Petersburg High School had seven applicants for the ASEA Local 52 Scholarship. Students were scored using a matrix of several questions related to the applicant's future plans, financial need and an essay. Bonus points were given to a student who had a parent that is a member of our union. The recipient received a \$500 scholarship toward

higher education. This year's recipient is Nathaniel Lenhard, son of Angela and Matt Lenhard, who works seasonally as a fish and wildlife technician and is a member of our union. Nathaniel is a high achiever academically, as well as being involved in the band and sports. He plans to study Earth Sciences at Montana State University. We hope that he returns to the great State of Alaska to share his knowledge and possibly work for the State. (Diane Schultz, Petersburg Chapter Steward congratulates Nathaniel Lenhard)



ASEA STRONG