Appendix D - Job Descriptions

Examples of vacancies that may need to be filled by temporaries based on past requests. We realize that an agency may classify your temporaries differently.

Administrative & Clerical

1. **General Laborer**  
   Assist with manual labor required at certain times, especially during mid-year and annual meetings.

2. **Office / File clerk**  
   Adept at filing and doing repetitive office tasks.

3. **Administrative Assistant**  
   Performs administrative and office support activities; Excellent Outlook / Microsoft software skills required, as well as Internet research abilities and strong communication skills.

4. **Executive Assistant**  
   Perform diverse, confidential administrative and secretarial duties requiring comprehensive skill and knowledge of the Association’s policies and procedures for a member of the Association’s senior management.

Membership / Marketing

5. **Customer Service Representative**  
   Provides customer service to ABA members and the general public contacting the ABA through the 800/5522 numbers. Answers and resolves issues for customers involving a wide variety of topics.

6. **Marketing / Sponsorship Specialist**  
   Provides administrative, clerical, and support to marketing and sponsorship efforts; coordinates established campaigns; sources sponsorship funds, implements benefit campaigns, maintain vendor relationships.

7. **Marketing Manager**  
   Develop, coordinate and execute plans to increase membership and dues revenues
Appendix D - Job Descriptions (continue)

Meetings & Travel

8. **Meetings Assistant**
   Meetings Assistant is the customer service representative providing e-mail and phone support for all entity meetings.

9. **Meeting Planner**
   Arranges logistics of conferences, especially room rates, event function costs, etc. Negotiates with vendors; oversees event budget.

10. **Certified Meeting Planner**
    Arranges logistics of conferences, especially room rates, event function costs, etc. Negotiates with vendors; oversees event budget with CMP certification.

Information Systems & Technology

11. **Technology Associate**
    Supports the ABA's technology efforts across a variety of tools, such as email, discussion lists, web forums, web pages, databases, electronic marketing tools, and new technologies.

12. **Programmer**
    Perform systems analysis, database design, and application development for various features of the ABA's technology toolkit.

13. **Computer / Data Analyst**
    Manage, Update & Maintain various database / systems functions. Responsible for day to day operations of database, systems, projects and requests.

14. **Network / Systems Administrator**
    Responsible for maintenance of networking hardware and software, revision levels, performance, and interoperability for various ABA systems and programs.

15. **Web Developer / Administrator**
    Responsible for oversight and management of the ABA website, including usability and accessibility.

16. **Windows/ Software Specialist**
    Responsible for providing for the implementation, 24x7 monitoring, and administration of the ABA's Windows systems and Windows-specific applications.
Appendix D - Job Descriptions (continue)

Finance & Accounting

17. **Accounting Clerk**
   Prepares transactions for input, processes the transactions, validates and balances input, researches and responds to questions about previous transactions.

18. **Financial Analyst**
   Provide business analysis to ABA entities by reviewing accounting records, help with budgeting, analyzes variances.

19. **Accountant**
   Establishes and interprets complex accounting records of financial statements; does high level analysis and makes recommendations within GAAP principles.

Human Resources

20. **Human Resources Generalist**
   Person familiar with Human Resources work with previous experience.

21. **HRIS Analyst**
   Manage day to day maintenance of HRIS System, which is the origination point of all employee information from recruitment through termination.

22. **Recruiter / Staffing Specialist**
   Responsible for filling exempt and non-exempt positions as assigned, including developing strategies for placement of ads to generate viable candidates.

Legal

23. **Legal Secretary**
   Performs advanced administrative assistant duties specifically for lawyers.

24. **Paralegal**
   Performs legal research and analysis for legal counsel in various areas; is responsible for drafting contracts and other documents.

25. **Lawyer**
   Provide legal advice for entity on variety of topics and in compliance with association policy, practice and procedure.
Appendix D - Job Descriptions (continue)

Publishing, Editing

26. **Production Assistant /Specialist**
   Assist with the production / design publications, print materials and online products on scheduled within budget

27. **Design Assistant / Specialist**
   Oversee production of materials, interface with vendors and freelancers, proof all material, negotiate contracts, etc.

28. **Copywriter / Writer**
   Report, research and write articles, features, and specialty pieces for various ABA publications – print and electronic;

29. **Graphic / Web designer**
   Provide overall design and support for websites, email templates, campaigns, and online advertising for the ABA and its websites.

30. **Editor**
   Manages the editorial operations of multiple ABA publications (books, magazines, newsletters, journals, annuals, and e-newsletters)