

## **LOCAL 63 JOINT RECORDS CLERK**

(pursuant to SCCL-0029-2008, 03/14/2008)

### **DUTIES:**

- Maintaining records and status of all employer steady clerk positions;
- Maintaining weekly vacation and availability lists each week;
- Filing holiday claims with PMA based upon vacation status during the appropriate weeks;
- Responding to JPLRC requests for information regarding dispatch of Marine Clerks;
- Resolving payroll issue for those paid under Marine Clerk Occupation Codes;
- Ordering and receiving all Joint Marine Clerk Dispatch Hall supplies related to Clerk dispatch;
- Coordinating with the JPLRC all promotion requirements and status;
- Coordinating with the JPLRC all Clerk non-dispatch lists;
- Maintaining and coordinating with the JPLRC all lists of Marine Clerks on the day and night shifts;
- Maintaining and filing all necessary documents involved in Clerk Work Opportunity Guarantees;
- Maintaining all files related to Coast Labor Relations Committee-granted ADA dispatch accommodations;
- Being responsible for the preservation and appropriate disposal of Joint Marine Clerks Dispatch Hall records;
- Maintaining and posting all Employer steady position postings and maintaining sign-up sheet records; and
- Assisting the JPLRC in Dispatch or Marine Clerk records research.

### **TERMS and CONDITIONS:**

The Records Clerk position entails working three (3) days per payroll week, Monday, Wednesday, and Friday, 9:00 a.m. to 4:00 p.m., and is paid at the same rate and the same hours as the Local 63 first shift Dispatchers.

The term of the Joint Records Clerk and Relief Records Clerk will be three (3) years. The incumbent Joint Records Clerk and Relief Records Clerk are eligible for consideration for a successive three (3)-year term.

The selection of the Local 63 Joint Records Clerk and Relief Records Clerk will be made by the JPLRC from the list of all candidates submitting a request to be considered for selection.

1/24/2019

The Joint Records Clerk and Relief Records Clerk may be terminated at the discretion of the JPLRC, with two (2)-weeks' notice. The JPLRC may immediately terminate the Joint Records Clerk and Relief Records Clerk for cause in accordance with Section 8.23 of the PCCCD.

The agreement regarding the employment of a Local 63 Joint Records Clerk will expire upon the agreement between the Union and the Employers as to appropriate manning following implementation of Phase II of Joint Marine Clerks Dispatch Hall automation.