

## **Equity Cooperative Livestock Sales Association Position Description**

**Position Title:** Dock In Clerk  
**Location:** Monroe  
**Reports to:** Office Manager  
**FLSA Status:** Non Exempt

### **Overview:**

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the person in this position is to positively conduct activities and services under the direction of the Office Manager in order to establish a strong, competitive and profitable marketing operation for all patron members, perform daily responsibilities in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Office Manager.

### **Essential Functions:**

1. Conduct all tasks in compliance with Equity's policies and guidelines
2. Accurately record seller information, headcount, species code, backtag, and notes.
3. Communicate with co-workers to verify information
4. Document any corrections appropriately
5. Assist Office Manager in settling out buyers and other office tasks
6. Provide excellent customer service to all patrons
7. Other duties, as assigned

### **Qualifications and Requirements:**

1. Must be able to multi-task
2. Basic computer and keyboarding skills
3. Good communication and interpersonal skills
4. Ability to remain calm under pressure

### **Available Training:**

One on one training with experienced clerk