



Requisition ID: 1651847
Job Title Special Reports Clerk [CWA-T-Core]
Time In Title 18 Months
Time In Location 12 Months
Job Family Clerical
Union Affiliation AT&T Legacy T CWA-T-CORE
Region Legacy AT&T (CWA)
LPA 0048
Advertising Begin Date 11/22/2016
Advertising End Date 11/29/2016
Cancel Date

GENERAL DUTIES

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Test Code	Test Name	Applicability	Test Type	Min Qual
BUS-TAB	Business TAB	Required	Basic	Q

[View Testing Guide](#)

Skill Code	Skill Name	Applicability
OZ109	Bill/Voucher Preparation	Primary Desired
OZ146	Data Entry	Desired
OZ171	Forecasting	Desired
OZ252	Problem Resolution	Desired
OZ271	Report Generation	Desired
OZ406	Tariffs/Contracts	Desired

ADDITIONAL JOB INFORMATION

Will be responsible for loading contracts, timelines and accounts receivables into Process Center for approval. Researching and analyzing records from the Customer Performance Reports System (CPRS) on a monthly basis to determine compliance and credit eligibility, in addition to providing data for use by management across various organizations. Using the Forecast report for Most of World (MoW) to create the Monthly Most of World reports for team. Maintaining detailed records and reports with a high degree of accuracy, legibility and constant use of numbers, codes, and basic math. Key emphasis is on accuracy and timeliness. Communicate complex ideas (verbally and/or written) and instructions effectively to employees of all levels. Typically work Mon thru Fri. However, may be required to work OT if necessary.

-----End of Report-----

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