
PRE SUMMER Youth Works Temporary Position: (1) DATA ENTRY CLERK – Help Desk
December 3, 2018 – June 28, 2019

PRE SUMMER Youth Works Temporary Position: (4) DATA ENTRY CLERK – Certification Input and Quality Review, File Room

December 17, 2018 – June 28, 2019

Temporary without Benefits: 5 days @ 35 hours a week / 7 hours

Salary: \$12.00 per hour

Overview and Essential Duties:

This is an office support position requiring knowledge of general office procedures and clerical tasks. Work is performed under the supervision of the MIS Supervisor and Data Assistant. Generally, assignments are routine, and are carried out in accordance with general work instruction and established office practices and procedures. Position duties include, but not limited to the following:

- Provide routine clerical and data entry functions to support MIS and YouthWorks Data Assistant
- Answer the Summer Jobs telephone inquiries in a polite and professional manner
- Provide detailed and accurate YouthWorks information to all phone inquiries and/or refer inquiry to the proper source to assist them
- Answer any emails from the YouthWorks SummerJobs and YWHelpdesk
- Able to operate office equipment such as: telephone, fax machine, printers, copiers, scanners and computers
- Perform Quality Review of records, accurate Data entry and filing in large quantities
- Generates correspondence and routine reports for complete and incomplete youth folders
- Enter Participant Certification Appointments accurately in YW online system from spreadsheets daily
- Ability to sort records in MS Excel and performing mail merge in MS Word
- Responsible for keeping accurate daily work log
- Assisting the distribution of participant and worksite mailings and packets
- Maintain and Organize Participant Files in a designated secure location
- Analytical skills, adapting readily to changing priorities, must be able to multi-task
- Performs other related duties as assigned

Qualifications:

- High school diploma or GED, plus one (1) year of office/clerical experience
- Must be capable of completing data entry and search functions using agency, city and state software programs
- Skilled in the use of software application programs to include: MS Excel, MS Word and Internet search capabilities
- Meet or exceed daily quotas
- Detail orientation required and ability to maintain confidentiality

Special Note(s):

- Standard work schedule for this position is Monday through Friday 8:30am to 4:30pm
- Must be flexible to work evenings and Saturdays when directed
- Evening schedule January 23rd, 24th, 30th and 31st from 1pm – 8pm