



## **Data Entry Clerk** **Job Posting Announcement**

**Posting Date:** 04/20/2021

**Compensation:** \$14.00/hr.

**Dates of Employment:** May 3, 2021 thru September 03, 2021

**Location:** Hybrid ~ Telework & Onsite at 100 West 23rd Street Baltimore, Maryland 21218

### **About City of Baltimore, Mayor's Office of Employment Development:**

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Baltimore **YouthWorks** Summer Jobs Program is one of the largest summer jobs initiatives in the nation. For the past 5 years, the goal has been to offer 8,000 City youth an opportunity to work and earn wages during the summer months. Built on the unspoken expected reality that a large percentage of black and brown youth would have unequal access to a summer job because of structural and institutional racism, **YouthWorks** prioritizes those most impacted – youth receiving public assistance, low wage families and youth connected to the Department of Juvenile Service.

### **Position Overview:**

This is an office support position requiring knowledge of general office procedures and clerical tasks. Work is performed under the supervision of the Summer YouthWorks Administrative supervisor. Generally, assignments are routine, and are carried out in accordance with general work instruction and established office practices and procedures.

### **Essential Duties and Responsibilities:**

- 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** Helpdesk
- Able to operate office equipment such as: fax machine, printers, copiers, scanners and computers.
- Enter data accurately and quality control files
- Ability to review and process large volume of data to meet or exceed daily quota
- Ability to maintain automated and manual files
- Ability to lift up to 25 pounds

- Generates correspondence and routine reports for complete and incomplete youth records
- Ability to operate Microsoft Office Software
- Knowledge of basic mathematics
- Assist with participant and worksite mailings and packet distribution
- Analytical skills, adapting readily to changing priorities, must be able to multi task.
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- 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 Word, and MS Excel and Internet search capabilities
- Detail orientation required and ability to maintain confidentiality

**Minimum Required Education and Experience:**

- High school diploma or GED, plus one (1) year of office/clerical experience

**Additional Requirements:**

- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work onsite & remotely hours between 9:30am- 6:30pm.
- Must be flexible to work mornings and Saturdays when directed
- As directed by Program Manager hours may occasionally change

Interested applicants may apply via this [link](#).

**City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider**