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## **PRE-SUMMER**

Summer Youth Works Temporary Position: **(1) DATA ENTRY CLERK – Help Desk**

December 9, 2019 – June 27, 2020

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

December 16, 2019 – June 27, 2020

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

Salary: \$13.00 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 Summer YouthWorks Administrative supervisor. 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: fax machine, printers, copiers, scanners and computers.
- Data entry accurately and quality control folders
- Ability to process large volume of paperwork to meet daily quota
- Ability to maintain automated and manual files
- Ability to lift up to 25 plus pounds
- Generates correspondence and routine reports for incomplete youth folders
- Ability to operate Microsoft Office Software
- Enter Participant Certification Appointments accurately in YW online system from spreadsheets daily
- Knowledge of basic mathematics
- Participant and worksite mailings and packet distribution
- Maintain and Organize Participant File Room
- 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 Word, and MS Excel and Internet search capabilities
- 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
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**Interested applicants may submit their resume via email [resumes@oedworks.com](mailto:resumes@oedworks.com).**

**Please place Job Title in the subject line.**

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