



## Unit Clerk Job Posting Announcement

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

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

**Dates of Employment:** June 28, 2021 thru September 10, 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:

The General Clerk position provides office support responsibilities to and for the Summer **YouthWorks** units and staff. The Unit Clerk position provides support to their assigned unit supervisor and staff. Work is performed under the supervision of the **YouthWorks** Manager, Program Coordinator, Unit Supervisor and Data Assistant. Assignments are routine in nature and completed in accordance with general work instruction and established office practices and procedures.

### Essential Duties and Responsibilities:

- Answer and screen incoming calls in a professional manner and direct calls to the appropriate person or transfer to the correct unit
- Operate various office equipment which include: multi-line telephone system, fax machine, copiers, scanner, shredder and laptop and desktop computer
- Provide accurate information to the public regarding **YouthWorks** and MOED programs and/or refer inquiries to the appropriate source
- Use the **YouthWorks** System to answer participant and worksite inquiries
- Research requested information and/or issues with resolution follow-up for worksites and youth
- Support the Unit Supervisor in the electronic generation and collection of timesheets, pay cards, and charm cards; along with tracking tools to ensure proper distribution and collection of require items
- Creating transmittals, placement and worksite reports daily
- Support units and staff by prioritizing, organizing, maintaining, filing and follow-up on projects

- Assist in collection and distribution of charm cards, pay card, pre and post work readiness, WARF records, staff routing sheets and time sheets
- Responsible for submitting to DLLR, work permits for youth ages 14 – 17 by start of Program
- Scan all documents to the **YouthWorks** System (Time Sheet – Incident Reports – MTA Documents) etc.
- Assist in preparing and organizing materials for distribution to worksites, youth and summer staff
- Review Youth and Worksite Accounts for accuracy
- Inventory office supplies and materials for each unit
- Prepare employment folders for submission to **YouthWorks** Manager and MIS
- Maintain temporary staff files i.e. payroll, time sheets and employee expense reports
- Work in conjunction with Data Assistant to order supplies and printed materials
- Organize, track verification appointments and documentation
- Perform other related work assignments as directed

**Knowledge, Skills and Abilities:**

- Must be capable of completing computer data entry and using search functions with
- database search function for youth and worksites
- Advanced beginner skills in MS Office Products: Word, Excel and Google Doc
- Proficiency in various virtual communications platforms such as WebEx, Zoom, Google Meets and Microsoft teams

**Minimum Required Education and Experience:**

- High school diploma or equivalency
- Three (3) years of progressively responsible experience as a fiscal, or agency payroll clerk or comparable business college course work

**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 hybrid schedule: onsite 2 days & remotely 2 days
- Must be flexible to work mornings and Saturdays when requested
- Standard work schedule for this position is 8:30am to 4:30pm
- 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