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Youth Works Temporary Position: **(3) UNIT CLERKS (Private Sector, Fiscal, General)**  
**1/4/21– June 25, 2021 - Possible Contract Renew June 28, 2021 – September – end date will be determined.**

**(1) UNIT CLERK January 4, 2021– March 26, 2021- Possible Contract Renew March 29, 2021 – September – end date will be determined.**

**(7) UNIT CLERKS June 21, 2021 – September - end date will be determined**

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

Salary: \$14.00 per hour

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### **Overview and Essential Duties:**

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 Youth Works 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. Position duties include, but not limited to the following:

- 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 YW 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 YW 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
- General Clerk prepare employment folders for submission to YW Manager and MIS



- General Clerk will maintain temporary staff files i.e. payroll, time sheets and employee expense reports
- General Clerk will work in conjunction with Data Assistant to order supplies and printed materials
- General Clerk will organize, track verification appointments and documentation
- Perform other related work assignments as directed

**Qualifications:**

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

- **Special Note(s):**

- Criminal Background Investigation
- Standard work hours are Monday through Friday, 8:30am – 4:30pm
- Must be flexible to work evenings and Saturdays as directed
- As directed by Program Manager and Program Coordinator, staff hours may occasionally be shifted to 8:30AM to 4:30PM