



PRE-SUMMER

Summer Youth Works Temporary Position: **(4) DATA ENTRY CLERK – Help Desk**

January 4 – June 26, 2021 **Possible Contract Renew June 28, 2021 – September – end date will be determined.**

Summer Youth Works Temporary Position: **(6) DATA ENTRY CLERK – Certification Input and Quality Review**

January 4 – June 26, 2021 **Possible Contract Renew June 28, 2021 – September – end date will be determined.**

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

Salary: \$14.00 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 YWHelpdesk
- 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

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