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**PRE-SUMMER Youth Works Temporary Position: (1) RECEPTIONIST**

**January 7, 2019 – June 28, 2019**

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

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Salary: \$12.00 per hour

**Overview and Essential Duties:**

This is an office support position requiring general office duties and clerical tasks. Work is performed under the supervision of a Youth Works Manager and Data Assistant. Assignments are routine in nature 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:

- Answer and screen incoming calls in a business professional manner; direct calls to appropriate YouthWorks or MOED staff
- Maintain telephone message log, taking detailed telephone messages to disseminate to staff mailbox or email
- Provide correct information to the public on YouthWorks and MOED programs and/or refer inquiries to the appropriate source
- Greet visitors and direct them to the appropriate staff person
- Operate various office equipment, to include: multi-line telephone system, fax machine, copiers, desk top computer, scanner and shredder

**Qualifications:**

- High school diploma or equivalency
- One year of office / clerical experience preferred, (a combination of education and experience may be substituted for HS diploma)
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- Must have Microsoft Office skills (Excel, Word, Publisher and Access)
- Access to reliable and daily transportation is essential

**Special Note(s):**

- Must be flexible to work evenings and Saturdays as directed
  - Standard Hours of Monday through Friday:
    - (1) 8:00am – 4:00pm this may change as directed