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**PRE-SUMMER** Youth Works Temporary Position: **(3) UNIT CLERK (Hire One Youth, Fiscal, General)**  
**December 3, 2018 – June 28, 2019**

Summer Youth Works Temporary Position: **(7) UNIT CLERK**  
**June 7, 2019– June 28, 2019**

Temporary without Benefits: 5 days @ 35 hours a week / 7 hours  
Salary: \$12.00 per hour

**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, 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 computer
- Provide accurate information to public on YouthWorks Summer Jobs and/or refer inquiry to 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
- Creating transmittals, placement and worksite reports daily
- Inventory office supplies and materials for each unit
- 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
- Assist in preparing and organizing materials for distribution to worksites, youth and summer staff
- 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, and Excel
- **Special Note(s):**
- Standard work hours are Monday through Friday, 8:30am – 4:30pm
- Must be flexible to work evenings and Saturdays as directed