

Resource Clerk Bilingual (English and Spanish) at Yuma Private Industry Council in Somerton and San Luis, AZ

Job Id #5080234 on [azjobconnection.gov](https://www.azjobconnection.gov)

Full Time

Pay Rate: 15.18 P/ Hr.

Job Description:

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

The Resource Clerk is responsible for providing support functions in the Somerton Resource Center (located in Somerton, AZ) and the San Luis Business Center (located in San Luis, AZ). The San Luis Center primarily serves the employer/business community; the Somerton Resource Center primarily serves adults, youth, and Dislocated Workers seeking training and employment opportunities.

This position is responsible for providing friendly and professional customer service and must maintain a professional appearance (including business attire) at all times. The incumbent must have excellent communication skills in English and Spanish; must be able to work with minimum supervision. Must have reliable transportation.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordination of Events/Schedules.

Supporting Skills

- Provide a welcoming atmosphere to all internal and external customers.
- Assist with scheduling workshops, various appointments.
- Maintain calendars for staff and stay abreast of any changes in schedules.
- Effectively provide support and assistance to staff.
- Coordinate space availability of hoteling stations.
- Ensure completion of satisfaction surveys for each client that visits the center.
- Document guidance and findings accurately through memos and/or e-mails within a professional manner.

2. Collect and Distribute Mail.

Supporting Skills

- Perform required procedures, including sorting, date stamping, and distributing incoming mail.
- Ensure timely completion of documentation and data entry.
- Verify data comparison and accuracy of data.

3. Assist Staff with Various Tasks and Duties as Assigned.

Supporting Skills

- Master the use of mandated state/grant funded database systems such as Arizona Job Connection (AJC); Client Referral System (CRS); Integrated Service Delivery System (ISDS), etc.
- Perform data entry (enter various client information as needed).
- Run reports to check against client files to ensure accuracy.
- As required, maintain up to date, accurate required monthly reports for various departments.
- Run queries/reports as needed.
- Other duties as assigned.

Job Requirements:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.

Other:

- Demonstrate data entry and retrieval skills;
- Demonstrate appropriate interpersonal skills to accomplish tasks;
- Must possess or be able to obtain a valid Level One Fingerprint Clearance Card;
- Must clear a background check with Arizona Department of Child Safety;
- Must possess a valid Level One Arizona Driver's License, reliable transportation, and current liability insurance
- Must demonstrate the Core Values of the Organization and abide to all YPIC's policies.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent is required, and three years of clerical experience in a professional setting. Must be bilingual (English and Spanish).

*For complete job description visit www.ypic.com/careers.html

How to Apply:

Applications may be downloaded at www.ypic.com **YPIC Careers**; the application may be submitted via e-mail to Amcbride@ypic.com or EGallegos@ypic.com or in person at 3834 W 16th Street, Yuma, AZ 85364.

The application must be received no later than May 10, 2022 at 5:00PM.

Resumes are accepted as Attachments ONLY – the application must be complete and signed.