



Code: 0424

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: General Clerical

CLASS TITLE: YOUTH READY PROGRAM WORKER

CHARACTERISTICS OF THE CLASS

The Youth Ready Program is a program designed for individuals ages 14 – 24 seeking summer employment. Individuals hired through this program will gain knowledge of, and valuable work experience in public sector / city government operations.

These are temporary, summer positions funded by operating departments. Applications for this program are accepted by the Department of Family and Support Services through their Youth Ready Chicago Program website.

ESSENTIAL DUTIES

Positions will be assigned a range of clerical and administrative duties specific to the operational needs of the operating department:

- Perform routine clerical tasks to support a work unit's functions and operations
- Perform office clerical functions such as filing, photocopying, sorting and organizing documents
- Perform various administrative functions to support program activities
- Compile, tabulate and analyze statistical data, and research and collect information for inclusion in studies and reports
- Use various software packages to type documents, create spreadsheets and maintain databases
- Provide general information regarding programs and services to the public
- Review and process applications for programs and services and explain program requirements to applicants
- Maintain records and prepare work reports
- Participate in the organization, set-up and administration of special events and program activities
- Perform related duties as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Willingness and Ability to perform the duties of the job
- Must be between the ages of 14 -24 at the time of application

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- administrative and clerical methods and procedures
- applicable computer software packages and applications

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources

February, 2012