

**Eastern New Mexico University Ruidoso Branch Community College**

**POSITION:** Records Clerk

**LOCATION(s):** New Mexico Workforce Connection – Carlsbad

**BASE SALARY:** Grade 5, Non-exempt

**DATE AVAILABLE:** November 16, 2009

**BASIC FUNCTION AND RESPONSIBILITY**

Under limited supervision, Assist the CDS with tracking and monitoring of clients, perform clerical duties supportive of NM Workforce Connection One Stop; maintain confidential client files and prepare documents. Responsible for client record keeping, data entry, and quality assurance, as well as other duties required to fulfill the contract with the Eastern Area Workforce Development Board.

**Supervision Received:**

Supervision is received from the Career Development Specialist Supervisor.

**Supervisory Responsibilities:**

None.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Responsible for assisting with the administration of the New Mexico Works Temporary Assistance for Needy Families (TANF) program.
- Must be well informed about various rules and regulations pertaining to the TANF program regulations and guidelines and related support programs available to qualifying participants,
- Responsible for initial screening of clients to identify barriers to employment.
- Refer and follow through with agencies that can assist participants with barriers that have been identified.
- Data entry in two separate databases
- Serve as an advocate for participant when necessary.
- Develop a mutual respect and partnership with the participant to achieve IRP goals.
- Track progress of client and report findings to CDS
- Cross-train in the Workforce Investment Act (WIA) program, as well as other federal programs for which participants may qualify.
- Other duties as assigned

**MINIMUM QUALIFICATIONS:** An Associate Degree and two years recent related work experience. A High school diploma or equivalent and a minimum of three years progressively, administrative or secretarial/clerical experience may be substituted for the Associate Degree requirement. Relevant and current working knowledge of personal computers and word processing, spreadsheets, and database applications.

**Knowledge, Skills and Abilities:**

The employee is expected to establish good professional relationships with employers, clients, and culturally diverse adult populations; to function in a highly energetic environment and possess strong computer skills. Must possess the ability to work with clients in workplace skills, prepare clients for jobs, and develop job opportunities. Excellent oral and written communication, interpersonal, and organizational skills are required.

**Working Conditions:**

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.