



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway N., City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Posted Date: 2/10/2020

Closing Date: 2/20/2020 or Until Filled

Position Title: Data Entry Clerk
Reports To: Assistant Director of Program Services
Department: Education
Employment Status: Non-Exempt / 12 months
Hourly Rate: \$14.63
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,600 children and their families.

II. Summary of Duties

The Data Entry Clerk is responsible for supporting and administering the systems, networks and databases. This position provides instructions, advises system users, troubleshoots and analyzes problems/issues relating to the Child Plus software system. The Data Entry Specialist coordinates usage for end users and ensures compliance with legal and administrative requirements. This position is responsible for managing accurate and complete information in the Child Plus software system.

Qualifications & Experience

Education

High School Diploma or GED equivalent is required

Experience

Must have three (3) years of general clerical experience involving typing. Diploma from a certified or degree program in secretarial sciences may be substituted in lieu of one year of experience.

III. Special Requirements

Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance.

The employee may frequently lift and/or move a minimum of 25 pounds up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Medical Examination: Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (whooping cough) and influenza.

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

I. Benefit Plan.

Plaza offers the 401(k) Profit-Sharing Plan to eligible employees to accumulate saving for retirement while benefiting from favorable tax treatment. Other benefits include: Annual leave, personal /sick days, leave of absence, holidays, and bereavement leave.

II. Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials.

<http://plazadelaraza.info/careers/>

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume
4. High School Diploma/GED equivalent

***Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.