

Records Clerk

Parents In Community Action is seeking qualified applicants for the Records Clerk position opening.

Requirements:

- Must have strong communication and writing skills, as well as record keeping/data entry and secretarial experience.
- Experience answering multiple phone lines.
- Ability to use or learn how to use an Apple computer.
- High School Diploma or GED.
- Detail-Oriented.
- Cross-cultural competence. Bilingual (Spanish) preference.
- Interest in working with young children and their families.
- Typing Test Required.
- Occasional evening and/or weekend work.

Salary: \$16.01/hr



Excellent working conditions and benefit package including low cost medical insurance, paid dental/life insurance, sick/annual leave, retirement and education/training opportunities. Occasional evening and weekend work.
AA/EOE

Apply Online at www.picaheadstart.org or in person at any of our locations.