



**CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.**

738 North Market Boulevard  
Sacramento, California 95834  
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX  
1-800-748-5259 (TDD/Hearing Impaired)  
[www.cimcinc.org](http://www.cimcinc.org)

**JOB ANNOUNCEMENT**

**POSITION:** Administrative Support Assistant (Open)      **CLOSING DATE:** April 24, 2017

**WORKSITE:** CIMC Central Office      **STARTING SALARY:** \$16.82 - \$17.50 per hour  
738 North Market Boulevard      DOE  
Sacramento, CA 95834      **CONTACT PERSON:** Diana Alvarez  
Human Resource Manager

**RESPONSIBILITIES:** The Administrative Support Assistant shall be responsible for providing administrative support to the Executive Assistant and Human Resource Department. Shall perform duties consisting of conference support, inventory control, data entry, word processing, recordkeeping, mailing, copying and filing. Shall be responsible for providing administrative clerical support for conferences, workshops, training and meetings, including coordinating mailings of promotional/outreach materials, making travel arrangements, and providing on-site support.

**REQUIREMENTS:** Two (2) years administrative level work experience preferably providing departmental administrative or technical support demonstrating the knowledge and abilities. Proficient in keyboarding with excellent spelling, punctuation, grammar, and communication skills. Possess good interpersonal skills, discretion, judgement, organizational ability, initiative and the ability to work as a team and independently. Valid driver license, own transportation, good driving record, and adequate insurance.

**KNOWLEDGE OF:** Accepted office procedures and practices; software applications, such as word processing, spreadsheets, and database management; conference planning protocols and techniques; travel planning; and data entry methods and techniques.

**ABILITY TO:** Organize complex files and records; analyze data and prepare reports; communicate effectively; operate office computer equipment; interpret technical manuals; work with confidential and complex records; meet deadlines; move large pieces of equipment and lift up to 50 pounds; lift, carry, push and/or pull equipment; and ability to travel as needed.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)

Submit applications to: California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office by April 24, 2017 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.