



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

JOB ANNOUNCEMENT

POSITION:	CCDBG Program Secretary (Open)	CLOSING DATE:	September 17, 2019
WORKSITE:	CIMC Central Office 738 North Market Boulevard Sacramento, CA 95834	STARTING SALARY:	\$14.50 to \$15.09 per hour DOE
		CONTACT PERSON:	Diana Alvarez Human Resource Manager

RESPONSIBILITIES: The CCDBG Program Secretary shall be responsible for providing secretarial and clerical support for the CCDBG Program and CIMC administration. Responsible for preparing documents utilizing wordprocessing techniques. Responsible for performing clerical work necessary to maintain an efficiently run office. Shall assist with receptionist duties as needed.

REQUIREMENTS: Two (2) years related clerical work experience demonstrating the knowledge and abilities; or one (1) year of related work experience and one (1) year post secondary education or training in the clerical field.

KNOWLEDGE OF: Modern office methods, procedures and practices; Business English, usage in spelling, grammar, punctuation and vocabulary.

ABILITY TO: Organize and maintain files and records; compose routine business correspondence; interpret technical procedures manuals; effectively present information and respond to questions from staff, clients, and the general public; operate office and computer equipment including word processing software programs; and operate multi-line telephone equipment.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: Diana Alvarez, Human Resource Manager
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 5:00 p.m. on September 17, 2019 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.