



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: CSBG Clerical Assistant (Open)

CLOSING DATE: September 17, 2019

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING SALARY: \$12.88 to \$13.39 per hour
DOE

CONTACT PERSON: Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The CSBG Clerical Assistant shall be responsible for providing clerical assistance to the CSBG Program. Shall file, copy, perform data entry, update files and records, log and prepare mail. Answer and screen incoming program calls and route appropriately.

REQUIREMENTS: One (1) year clerical work experience demonstrating the knowledge and abilities; or any combination of work experience and education or training in secretarial classes which equal one (1) year.

KNOWLEDGE OF: Modern office methods, procedures and practices; telephone etiquette; Microsoft Office software program.

ABILITY TO: Organize and maintain files and records; meet deadlines; operate office and computer equipment; communicate with the public; and operate multi-line telephone equipment.

OTHER QUALIFICATIONS: Computer skills, including data entry, word processing and spreadsheet skills. Good communication and customer service skills.

GENERAL INFORMATION: CIMC Applications are available at 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 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.