



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: Elders Program Secretary (Open) **CLOSING DATE:** Open Until Filled
WORKSITE: CIMC Central Office **STARTING PAY:** \$17.66 - \$18.56 per hour
738 North Market Boulevard DOE
Sacramento, California 95834 **CONTACT PERSON:** M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Secretary shall be responsible for providing secretarial and clerical support for the Elders Program. Responsible for preparing documents utilizing word processing 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: Knowledge of modern office methods, procedures and practices, knowledge of business English, usage in spelling, grammar, punctuation and vocabulary; knowledge of internet conferencing programs and protocols; knowledge of Microsoft Office programs.

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

OTHER QUALIFICATIONS: Strong organizational skills, attention to detail, and strong written and oral communication skills.

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

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office for consideration, until this position is filled. 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.