



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: Field Office Secretary
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Ukiah Field Office
2550 N State Street, Suite 3
Ukiah CA 95482

STARTING PAY: \$17.66 - \$18.56 per hour
DOE

CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Field Office Secretary shall be responsible for the clerical functions of the field office to ensure an efficient paper flow and an efficiently run office. Shall provide services to clients in the area of eligibility determination, program orientation, and labor market orientation. Data enter client services utilizing the CIMC Central Records Management system.

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

KNOWLEDGE OF: Modern office methods, procedures, and practices; Business English, usage in spelling, grammar, punctuation, and vocabulary; word processing methods and techniques; federal employment and training programs.

ABILITY TO: Obtain information from clients concerning program eligibility and employment related abilities and needs; organize and maintain files and records including electronic records; compose routine business correspondence; interpret technical procedures manuals; relate and establish a working rapport with the Native American community and public agencies; present information effectively and respond to questions from staff, clients, and the general public; navigate and post to social media platforms; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, database programs, digital media applications, and paperless client records management system.

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. CIMC offers a competitive benefit package.

Attention to: Jovelle Schuyler, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and submitted to any CIMC Office or emailed to receipt@cimcinc.com 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.