



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: Program Secretary (Open)
(CCDBG Program)

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

CLOSING DATE: Open Until Filled

PAY RANGE: \$17.66 – \$18.56 per hour
DOE.

CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Program Secretary shall be responsible for providing secretarial and clerical support for the CCDBG 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 postsecondary education or training in the clerical field.

KNOWLEDGE OF: Modern office methods, procedures, and practices; Business English, usage in spelling, grammar, punctuation, and vocabulary; advance word processing, spreadsheet, and presentation software techniques; Microsoft Office programs.

ABILITY TO: Organize and maintain files and records, including electronic records; compose routine business correspondence; interpret technical procedures manuals; effectively present information and respond to questions from staff, clients, and the general public; operate standard office equipment, including computer equipment and standard office software programs, including word processing, spreadsheet and database programs; operate multiline 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. CIMC offers a competitive benefits 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 recept@cimcinc.com to be considered, until the 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.