



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: Information Technology / Data Entry Specialist CLOSING DATE: Open Until Filled
(Open)

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento CA 98534

STARTING PAY: \$19.49 - \$20.48 per hour

DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Information Technology / Data Entry Specialist shall be responsible for entering a variety of data into program/department computer systems and software programs accurately and efficiently. The data and information can be processed for various times to produce related reports, mailing lists, and other documents. Shall provide data entry assistance to different departments throughout the company. Shall be responsible for assisting with direct/indirect technical support of local and remote desktops/workstations running a combination of desktop operating systems and software applications. May assist with troubleshooting network system, network printers, PC hardware and related equipment, software, and internet connections. May be responsible for the assistance of installation, registration, and administration of licensed software programs for CIMC, Inc.

REQUIREMENTS: One (1) year related work experience preferably with current standard office software products demonstrating the skills, knowledge, and abilities with one (1) year post-secondary education or training in Computer Science or related field; or any equivalent combination of education, training, and experience.

KNOWLEDGE OF: Windows desktop and server operating systems; Windows services and protocols; current standard office software products; local and wide area network environments; remote assistant concepts, principles, and protocols and software; data entry methods and techniques; Microsoft Office programs.

ABILITY TO: Analyze and interpret technical manuals; add/remove workstations/users to/from the domain server; communicate effectively with employees and service personnel; organize and maintain information and records; apply and administer new software systems to multiple users; adapt to changes in technology; provide excellent customer service; demonstrate excellent interpersonal skills; work in a self-directed environment exercising good judgement, initiative and time management; operate standard office equipment including computer equipment and complex office software programs including word processing, spreadsheet, presentation and database programs.

OTHER QUALIFICATIONS: Must possess strong communication skills and be detail oriented.

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

Attention to: M. Ligaya Hattari, 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.