



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 (available as TEXT PHONE for Deaf/Hard of Hearing)

1-800-640-CIMC ♦ (916) 641-6338 FAX

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Fiscal Clerk
(Open)
WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

CLOSING DATE: Open Until Filled
STARTING PAY: \$16.81 – \$17.66 per hour
DOE
CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Fiscal Clerk shall be responsible for performing clerical duties for the Fiscal Department. These duties include, but are not limited to, data entry, typing, filing, copying, setting up files, collating documents, retrieving/routing documents, and updating files and records. The position is also responsible for department mail.

REQUIREMENTS: One (1) year related work experience demonstrating the knowledge and abilities; or any equivalent combination of education, training, and experience.

KNOWLEDGE OF: Modern office methods, procedures, and practices; data entry methods and techniques.

ABILITY TO: Organize and maintain files and records including electronic records; meet deadlines; operate office equipment and computer equipment including word processing, spreadsheet, and accounting software programs; work independently and perform detailed data entry work accurately.

OTHER QUALIFICATIONS: Good verbal and written communication skills, strong work ethic and organizational 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 receipt@cimcinc.com to be considered 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.