



**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:** January 31, 2022

**WORKSITE:** CIMC San Bernardino/  
San Jacinto Field Office  
21250 Box Springs Road, Suite 204  
Moreno Valley, California 92557

**PAY RANGE:** \$15.09 to \$15.70 per hour  
DOE  
**CONTACT PERSON:** Elizabeth Fernandez  
Administrative Support Assistant

**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.

**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; interviewing methods and techniques.

**ABILITY TO:** Obtain information from clients concerning program eligibility and employment related abilities and needs; organize and maintain files and 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; operate computer equipment including word processing and database software programs.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)

**Submit applications to:** Elizabeth Fernandez, Administrative Support Assistant  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office by 5:00 p.m., on January 31, 2022, in order to be considered. 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.