



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: March 8, 2019

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

STARTING SALARY: \$14.50 to \$15.09 per hour
DOE

CONTACT PERSON: Diana Alvarez
Human Resource Manager

RESPONSIBILITIES: The Field Office Secretary shall be responsible for the clerical functions of the field office to insure 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; wordprocessing 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 wordprocessing and database software programs.

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

Submit applications to: 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 March 8, 2019 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.

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.