



## 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:** CSBG Clerical/Eligibility Assistant (Open)      **CLOSING DATE:** Open Until Filled  
**WORKSITE:** CIMC Central Office      **STARTING PAY:** \$14.21 – \$14.79 per hour  
738 North Market Boulevard      DOE  
Sacramento, California 95834      **CONTACT PERSON:** Rachel E. Van Koughnet  
Human Resource Manager

**RESPONSIBILITIES:** The Clerical/Eligibility Assistant shall be responsible for providing clerical assistance to the CSBG Program and assist with client eligibility determination process. Shall file, copy, perform data entry, update files and records, log and prepare mail. Answer and screen incoming program calls and route appropriately.

**REQUIREMENTS:** Two (2) years clerical work experience demonstrating the skills, knowledge and abilities or any combination of work experience and education or training in secretarial classes which equal two (2) years.

**KNOWLEDGE OF:** Modern office methods, procedures and practices; general social service delivery programs in California; telephone etiquette; interviewing methods and techniques; and Microsoft Office programs.

**ABILITY TO:** Organize and maintain files and records; meet deadlines; operate office and computer equipment; obtain information from client concerning program eligibility and needs as it pertains to the CSBG Program; communicate with the public; and operate multi-line telephone equipment.

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

**Submit applications to:** Rachel E. Van Koughnet, Human Resource Manager  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office 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.