



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: Open Until Filled

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

PAY RANGE: \$17.66 - \$18.56 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 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. Data enter client services utilizing the CIMC Central Records Management system.

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; Microsoft Office programs.

ABILITY TO: Obtain information from clients concerning program eligibility and employment related abilities and needs; organize and maintain files and records including electronic 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; navigate and post to social media platforms; operate standard office equipment including computer equipment and standard office software programs including, word processing, spreadsheet, database programs, digital media applications and paperless client records management system.

OTHER QUALIFICATIONS: Strong organizational skills, attention to detail, and strong written and oral communication skills.

GENERAL INFORMATION: CIMC Applications are available at 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 in order to be considered, until the 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.