



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 Program Secretary
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Escondido Field Office
35006 Pala Temecula Road, PMB 34
Pala CA 92059

STARTING PAY: \$18.56 - \$19.49 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Field Office Program Secretary shall be responsible for the clerical functions of the field office to ensure an efficient paper flow and an efficiently run office. Responsible for performing clerical work for the Field Operations Coordinator. 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. Shall provide client services including completion of client paperwork, assist with client workshops, and track client information for reporting or program incentives and update CRM case. May be responsible for supervising temporary clerical employees. Shall be responsible for maintaining confidentiality according to the CIMC Policies and Procedures.

REQUIREMENTS: Two (2) years clerical work experience demonstrating the skills, knowledge, and abilities; or one (1) year clerical work experience demonstrating the skills, knowledge, and abilities for this level and completion of one (1) year post secondary education or training in secretarial and typing course work; or any equivalent combination of education, training, and experience.

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; program client eligibility information and client paperwork; 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 and perform advance clerical and recordkeeping tasks; work for multi-level personnel; 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; supervise clerical personnel; 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

Attention to: M. Ligaya Hattari, 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 recept@cimcinc.com 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.