JOB ANNOUNCEMENT

POSITION: Elders Program Secretary (Open)  CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office  STARTING PAY: $17.66 - $18.56 per hour
738 North Market Boulevard  DOE
Sacramento, CA 95834  CONTACT PERSON: M. Ligaya Hattari

RESPONSIBILITIES: The Elders Program Secretary shall be responsible for providing secretarial and clerical support for the Elders Program. Responsible for preparing documents utilizing word processing techniques. Responsible for performing clerical work necessary to maintain an efficiently run office.

REQUIREMENTS: Two (2) years related clerical work experience demonstrating the knowledge and abilities; or one (1) year of related work experience and one (1) year post secondary education or training in the clerical field.

KNOWLEDGE OF: Modern office methods, procedures, and practices; business English, usage in spelling, grammar, punctuation, and vocabulary; internet conferencing programs and protocols; Microsoft Office programs.

ABILITY TO: Organize and maintain files and records including electronic records; compose routine business correspondence; interpret technical procedures manuals; effectively present information and respond to questions from staff, clients, and the general public; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, presentation and database programs; operate multi-line telephone equipment.

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, CA 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.