



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard

Sacramento, California 95834

(916) 920-0285 (available as text for Deaf/Hard of Hearing)

1-800-640-CIMC ♦ (916) 641-6338 FAX

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Fiscal Administrative Assistant
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

PAY RANGE: \$22.60 – \$23.75 per hour
DOE

CONTACT PERSON: Jovelle Schuyler
Human Resource Manager

RESPONSIBILITIES: The Fiscal Administrative Assistant shall be responsible for providing specialized administrative and clerical support to the Fiscal Manager. Shall perform duties consisting of computer input, word processing, recordkeeping, negotiation and maintenance of real property, equipment leases, and service contract or agreements. Coordinate a variety of service functions related to the maintenance of CIMC's facilities and the general ordering of printed materials.

REQUIREMENTS: Three (3) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities; or two (2) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities with one (1) year post-secondary education or training in the secretarial or business field.

KNOWLEDGE OF: Modern office methods, procedures, and practices; business English, usage in spelling, grammar, punctuation, and vocabulary; negotiating methods and techniques; practices and procedures related to obtaining service contracts/agreements and facilities maintenance; word processing methods and techniques; methods, practices, and procedures which relate to the processing of accounting information; Microsoft Office programs.

ABILITY TO: Meet and deal tactfully with the public; organize and maintain complex records, including electronic records; interpret technical procedures manuals; compute and project data; coordinate multiple tasks, analyze and resolve specific problems; present information effectively and respond to questions from staff, vendors, and the general public; operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheets, and database programs; travel as needed.

OTHER QUALIFICATIONS: Strong analytical, problem-solving, basic math and time management skills. Good decision making ability and attention to detail. Must have a valid California driver's license, good driving record, own transportation, and adequate insurance.

GENERAL INFORMATION:

CIMC Applications are available at www.cimcinc.org. CIMC offers a competitive benefits package.

Attention to: Jovelle Schuyler, 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 the position has been 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.