



## CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard  
Sacramento, California 95834

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

1-800-640-CIMC ♦ (916) 641-6338 FAX

[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

**POSITION:** Administrative Secretary (Open)

**CLOSING DATE:** October 2, 2026

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

**STARTING PAY:** \$24.21 - \$25.44 per hour  
Depending on experience.

**CONTACT PERSON:** Seabaze Whitmore  
Human Resource Manager

**RESPONSIBILITIES:** The Administrative Secretary shall be responsible for supervising the Central Office Receptionist and other assigned clerical personnel. Shall organize Central Office clerical functions and ensure effective operating procedures to maintain an efficiently run office. Oversee the clerical work for the WD Program and assist the Executive Director as requested. Shall perform advanced secretarial and clerical duties consisting of data entry, word processing, filing, recordkeeping and copying.

**REQUIREMENTS:** Four (4) years of administrative or advanced secretarial experience demonstrating the knowledge and abilities; or three (3) years administrative or advanced clerical 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; conference or meeting planning protocols; word processing methods and techniques; Business English, usage in spelling, grammar, punctuation, and vocabulary; and Microsoft Office programs.

**ABILITY TO:** Supervise and manage clerical personnel; coordinate large meetings; compose and/or edit articles for publications and routine business correspondence; take dictation accurately and efficiently; transcribe minutes; interpret general business periodicals and technical manuals; present information effectively and respond to questions from staff, clients, and the general public; work independently and perform complex secretarial and clerical work; operate standard office equipment including computer equipment and complex office software programs including word processing, spreadsheet, presentation, and database programs; travel on a regular basis.

**OTHER QUALIFICATIONS:** A valid California driver license, good driving record, own transportation, and adequate insurance. Strong organizational, problem solving, attention to detail, and analytical skills. Have a strong work ethic and be dependable. Strong written and verbal communication skills.

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

Submit applications to: Seabaze Whitmore, 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 [receipt@cimcinc.com](mailto:receipt@cimcinc.com) by 5:00pm on October 2, 2026 in order to be considered. 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.

CIMC offers a competitive benefits package. Please refer to [https://www.cimcinc.org/job\\_opportunities.html](https://www.cimcinc.org/job_opportunities.html) for a full list of benefits available.

CIMC is an Equal Opportunity Employer/Program  
Auxiliary Aids & Services are Available Upon Request to Individuals with Disabilities