



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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<b>Job Title:</b>	<b>ADMINISTRATIVE AIDE</b>
<b>Position Type:</b>	Regular, full-time, Non-exempt level
<b>Department:</b>	FRESNO HEAD START
<b>Salary Schedule:</b>	Range 16.0 (\$14.17 - \$17.27 per hour)
<b>Position Summary:</b>	Under the immediate supervisor's direction, serves as an Administrative Aide to the Administrative Analyst and secretarial back up to the program and administrative staff.

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

- Associate's Degree in business administration or related field and 1 year of increasingly responsible experience in a clerical or secretarial field; OR
- High School Diploma or GED and three (3) years of increasingly responsible experience in a clerical or secretarial field.

**LICENSES / CERTIFICATES / PERMITS:**

- Valid Class C California Driver's License

**ABILITY TO:**

- Operate an electric typewriter and word processor at a rate of at least 55 wpm, 10-key calculator, copy machine, and other office machinery.
- Communicate with the public.
- Work effectively with people from all socio-economic and cultural backgrounds.
- Carry out, at a beginning level, all the duties listed in the Job Description.
- Speak, read and write Spanish is required.

**KNOWLEDGE OF:**

- Advanced verbal and written communication skills, inclusive of correspondence preparation, grammar, spelling, and punctuation.
- Head Start Director's and Administrative Analyst's responsibilities, activities, and work priorities.
- Taking and transcribing meeting minutes.

- Computer applications; i.e., Microsoft Office products (inclusive of Word, Excel, Power Point, Outlook, Publisher, Access)
- Microsoft Windows computer operating system.

**General Physical Requirements:**

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

**Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

**General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**