



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.

Job Title:	Program Assistant Typist Clerk II
Position Type:	Regular, full-time, non-exempt level
Department:	Child Care Alternative Payment and Resource & Referral Program
Salary Schedule:	Range 13.0 (\$12.22 – \$14.89)
Position Summary:	Under the immediate supervisors' direction, serves as an assistant to the department supporting Alternative Payment and Resource & Referral Program.

Minimum Qualifications:

EDUCATION / EXPERIENCE-

- High School diploma or GED and three years' experience in data processing and increasing responsibility in clerical or secretarial area;
- Two years of increasing responsibility in clerical/secretarial field or business field.
- Demonstrate ability to complete tasks timely and organize work assignments.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License

ABILITY TO:

- Read, speak, and write Spanish is required.
- Enter, verify and analyze data for reports.
- Work closely with immediate supervisor to ensure program compliance, timelines for reporting, and fraud investigation.
- Attend and relay training from various sessions as they apply to the program.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Possess interpersonal, problem solving, and organizational skills.
- Be self-motivated with strong time management skills; be concerned about self-improvement and career development.
- Manage time effectively and meet deadlines.

- Be able to relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely in both verbal and written formats.
- Work effectively with individuals and groups.

KNOWLEDGE OF:

- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- General knowledge of principles, data processing, and record keeping skills.
- Thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- Regulations as how they apply to program funding.
- Child care practices and procedures as pertaining to providing care, parenting and child development education.
- Eligibility and need requirements for Alternative Payment Program.
- Data and documentation requirements for reporting purposes.
- Licensing regulations for family day care, centers and licensed exempt providers.
- Various social services available throughout the community to assist families in need.

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, 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