



Mission: Helping people, changing lives and making our community a better place to live by providing resources and services that inspire personal growth and independence.

Vision: CAPMC will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain knowledge and skills to achieve self-reliance and economic stability... one lift at a time.

Come & Consider Joining Our Team

Community Action Partnership of Madera County

Title: Human Resources Assistant

Location: Madera, California

Types: Full-time; 12 months annually

Compensation: starting pay at \$18.62 per hour; medical/dental/vision/life, Employee Assistant Program, 403(b) retirement plan

[CAPMC](#) is seeking a strategic and creative person to be responsible for performing human resources work in the areas of recruitments, employee/labor relations, compensation/performance management, recordkeeping, health and safety.

This individual must have the ability to:

- Communicate effectively orally and in writing with individuals and groups.
- Deal courteously and successfully with internal and external clients.
- Work with frequent interruptions and changing work priorities.
- Demonstrate ability to complete tasks timely and organize work assignments.
- Demonstrate sensitivity to the diversity of the service population.
- Have excellent computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint and have good skills in database management and record keeping.
- Have thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- File and maintain accurate, neat office files and records.
- Make accurate calculations.
- Meet deadlines.
- Operate an electrical typewriter and word processor at a minimum 35 wpm, 10-key calculator, copy machine, fax machine, livescan machine, and other office machinery and routine preventative maintenance.
- Organize and prioritize a variety of job duties and assignments.
- Practice high level of confidentiality.
- Provide general clerical support to human resources, and administration departments.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of work.
- Work effectively under conditions of limited supervision, time constraints to meet deadline and schedules and rapidly changing situations and circumstances.
- Work with employees and peers in professional manners.

This individual will demonstrate to possess the knowledge of:

- Administrative and clerical procedures, systems, and terminologies.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, and coordination of people and available resources.
- Business writing and standard format for typed materials.
- General administrative procedures, depending upon assignment.
- Local, state, federal laws and regulations on employment and human resources topics.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Proper English usage, spelling, grammar, and punctuation.
- Standard office practices, methods, and procedures, including filing systems.
- Procurement processes.

Requirements/Qualifications:

- Has a valid California's Driver License.
- Provides a typing certificate

Human Resources Assistant II

- Bachelor's Degree in Business Administration, Human Resource Management, or related field.
- One (1) year experience in similar position.

Human Resources Assistant I

- Associate's Degree in Business Administration, Human Resource Management, or related field.
- Two (2) years of experience in similar position.

General Physical Requirements:

- Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

Apply: visit www.maderacap.org and submit [an application](#) to employment@maderacap.org

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance, and reference checks, pre-employment physical, immunization requirement, COVID-19 vaccine mandates, and TB test is required for Head Start funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer