



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.

*Join Our Team!*

## **We Are Hiring!**

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### **Community Action Partnership of Madera County**

<b>Title:</b>	<b>Program Assistant / Clerk Typist II</b>
<b>Types:</b>	Part-time; 12 months annually
<b>Location:</b>	Madera, California
<b>Pay Range:</b>	\$17.77 – 21.65 per hour
<b>Benefits:</b>	Employee Assistant Program, 403(b) retirement plan, pro-rate holiday /leave benefits

#### **How to Apply:**

1. Visit [www.maderacap.org](http://www.maderacap.org) and apply.
2. Fill out and submit the [Application](#) to [employment@maderacap.org](mailto:employment@maderacap.org).

This position is responsible for providing supportive duties for the Human Resources Department.

This individual must have the ability to:

- Use Microsoft Outlook, Teams, 365 products.
- Provide general clerical support to the human resources department.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of work.
- Maintain accurate, well-ordered files and records.
- Make accurate calculations.
- Communicate clearly and concisely, both verbal and written formats.
- 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.
- Meet deadlines.
- Deal courteously and successfully with internal and external clients.
- Demonstrate ability to complete tasks timely and organize work assignments.

This individual will demonstrate to possess the knowledge of:

- Standard office practices, methods, and procedures, including filing systems.
- General administrative procedures, depending upon assignment.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- Business writing and standard format for typed materials.
- Proper English usage, spelling, grammar, and punctuation.

Requirements/Qualifications:

- High School Diploma or GED.
- One year's experience in data processing
- Two years' experience in clerical or secretarial field.
- Valid California Driver's License

General Physical Requirements:

- Exerting up to 15 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.

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 funded positions.

CAPMC will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, when CAPMC is concerned about conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenges the accuracy of the background report. Find out more about the Fair Chance Act by visiting [calcivilrights.ca.gov/fair-chance-act/](http://calcivilrights.ca.gov/fair-chance-act/).

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

