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www.hpcemployment.org

Opening: Secretary, Parole-Community Transition Project

Location: Riverside, CA **Pay:** TBD **Duration:** April 1, 2010 – March 31, 2013 **Hours:** Full time
Benefits: 401K, Medical, Dental and Vision Insurance

Minimum Requirements: High School Diploma or its equivalent; two (2) years experience working in a residential setting and/or other comparative combination of security experience or education; possess basic administrative skills, type at least 50 words per minute, including the ability to operate a computer utilizing Microsoft Programs; ability to perform general office duties; excellent oral and written communication skills; a reliable vehicle; driver's license; vehicle registration; insurance; valid photo ID; proof of citizenship; security check; TB Clearance and CPR/First Aid training.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The ideal applicant will provide evidence of superior administration that includes (1) ability to operate a computer utilizing Microsoft Programs; (2) knowledge of principles and processes for providing customer and personal services in customer needs assessments; (3) knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures; (4) responding to information and business requests, referrals, intakes, applicants, telephone calls and visitors; (5) referring calls and visitors to appropriate staff; (6) performing data input of case files; (7) maintaining participant records; (8) conducting periodic inventories; (9) initiating action for disposal of excess property; (10) preparing reports, to include monthly strength reporting, as well as other special reports; (11) scheduling appointments; (12) receiving and processing all correspondence; (13) ordering supplies; and (14) operating office automation programs such as various word processing, database and electronic mail programs.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit completed applications by fax to (310) 756-1562.