



500 E. Carson Plaza Dr., Suite 127
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www.hpccemployment.org

Opening: Secretary/Administrative Staff, Parolee Service Center (PSCC)

Location: Los Angeles County, CA **Pay:** \$2266.32-\$2482.16/Monthly **Type:** Project Hire; Minimum two (2) year project
Hours: Full Time; TBD

Benefits: 401K; Direct Deposit; Medical and Dental/Vision Insurance.

Minimum Requirements: High school diploma or GED equivalent; good interpersonal, written/oral communication and typing skills; valid photo ID; proof of citizenship; security check clearance; CPR/First Aid Certification; and negative TB skin test.

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. Armed Forces to include Army, Air Force, Marine Corp and Naval Facilities, and the California Department of Corrections. We offer 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: 1) functioning as a facility's receptionist and performing office clerical duties throughout the facility; 2) proficiency in Microsoft Office applications; 3) knowledge of principles and processes for providing customer and personal services in participant needs assessments; 4) understanding administrative and clerical procedures, managing files and records, and other office procedures; 5) responding to information and business requests, referrals, intakes, participants, telephone calls and visitors; 6) referring calls and visitors to appropriate staff; 7) performing data input of case files; 8) maintaining participant records; 9) conducting periodic inventories; 11) initiating action for disposal of excess property; 12) preparing reports, to include monthly strength reporting, as well as other special reports as required; 13) scheduling appointments; 14) receiving and processing all correspondence; 15) ordering supplies; and 16) operating office automation programs, database and electronic mail programs.

To apply: Please submit your resume stating your desired salary and an employment application to the Human Resources Department at resume@hpccemployment.org or fax to (310) 756-1562. An application can be obtained from our website at www.hpccemployment.org.