



TEMPORARY EMPLOYMENT APPOINTMENT OPPORTUNITY NOTICE
AS NEEDED CLERK
(CLASS CODE 1141)
PERSONNEL DEPARTMENT/EMPLOYEE BENEFITS DIVISION
COMMUTEwell SECTION

OPEN DATE

August 13, 2021

SALARY

The current salary for As Needed Clerk is \$18.30 per hour.

APPLICATION DEADLINE

Filing period and receipt of applications may close without prior notice at any time after a sufficient number of applications has been received.

DUTIES AND RESPONSIBILITIES

The Personnel Department's Employee Benefits Division/COMMUTEwell Section administers the City of Los Angeles Rideshare Program, which includes promoting various ridesharing programs/incentives to City employee for commuting to/from work. As Needed Clerks are used to support this function in a range of duties, including the following:

- Process quarterly transit reimbursement and bike-walk subsidy applications from City employees.
- Under the supervision of COMMUTEwell professional and clerical staff, distribute information, direct to the appropriate resource, and otherwise assist City employees at the Employee Benefits Division public counter relative to City employee rideshare reimbursement programs, carpool, and vanpool programs.
- Perform data entry and filing.
- Photocopy, scan, fax and retrieve information as directed by supervisors and other Division staff.
- Transport, via City fleet vehicle, documents to and from the nearby Personnel Department Building and other City departments throughout the City.
- Other duties as assigned and as needed.

Working hours may be assigned between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, averaging approximately 17 hours per week.

REQUIREMENTS

1. Demonstrated abilities to accurately track, organize, and file large volumes of paperwork.
2. Ability to work with computer software programs and City systems, including Microsoft Word and Excel, and the City's payroll system.
3. Operate standard office equipment (i.e. copiers, fax machines, etc.).
4. Ability to communicate effectively and professionally with the public.



5. Ability to get along with co-workers and public in a fast-paced environment.
6. Ability to follow directions accurately.
7. Ability to multi-task.
8. Ability to work independently.
9. Employee must possess valid driver's license.

Strong organizational, interpersonal, and teamwork skills are required. Administrative, technical, or clerical experience are preferred but not required.

HOW TO APPLY

The selection process will consist of: (a) an assessment of the applicant's skills via a review of their application and resume and (b) oral interview. Only those candidates who are determined to be the most highly qualified following the skills assessment will be scheduled for an oral interview.

Interested candidates should submit the following to the Employee Benefits Division COMMUTEwell Section with the subject title, "**COMMUTEwell As Needed Clerk Opportunity**" via email to lacommutewell@lacity.org:

1. Regular City application can be downloaded and printed from <http://per.ci.la.ca.us/Forms/Application.pdf>
2. Resume
3. Contact information for three (3) professional references

Applications will only be accepted via email. Incomplete application packages will not be considered. Only candidates who pass the skills assessment will be considered for oral interviews.

NOTES

1. Candidates selected for these as needed positions will be required to work within a maximum of 900 hours per service year (approximately 17 hours per week). A service year begins on the start date of employment and on each anniversary date thereafter.
2. Selected candidates will be subject to a background check including fingerprinting. A physical examination by a City physician may be required.
3. Appointment is subject to background review and clearance.
4. There are no medical, dental, vision, life, or disability insurance benefits.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

The City of Los Angeles is an Equal Opportunity Employer