



AS-NEEDED PART-TIME OPPORTUNITY
CLERK (CLASS CODE 1141)
COMMUTEwell Program

OPEN DATE

May 12, 2022

COMPENSATION

The current starting compensation for a 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 COMMUTEwell Program is administered by the Personnel Department's Employee Benefits Division. The COMMUTEwell Program offers City employees various forms of ridesharing transit programs and City-sponsor parking. Clerks assigned to this program provide a range of support duties, including the following:

- Process quarterly transit reimbursement and bike-walk subsidy applications from City employees.
- Provide information and offer assistance related to ridesharing and parking programs to City employees at the Employee Benefits Division public counter.
- Perform data entry and filing.
- Photocopy, scan, fax, and retrieve information as directed by supervisors and management.
- Driving a City-provided vehicle, deliver documents to and from the nearby Personnel Department Building and other City offices throughout the City.
- Perform other clerical duties as assigned 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 ability to accurately track, organize, and file large volumes of electronic and physical documents.
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 collaborate with co-workers and supervisors 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 an assessment of the applicant's skills via a review of their application and resume, and an 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. Medical, dental, vision, life, or disability insurance benefits are not offered for this position.

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