



PERSONNEL DEPARTMENT JOB ANNOUNCEMENT



AS-NEEDED CLERK

(CLASS CODE 1141)

PERSONNEL SERVICES SECTION

Rate: \$18.30/hour

(Part-time position, 15-20 hours per week)

DEADLINE TO APPLY: Friday, May 27, 2022

LOCATION: Personnel Department
700 East Temple Street, Room 380, Los Angeles, CA 90012

DUTIES & RESPONSIBILITIES:

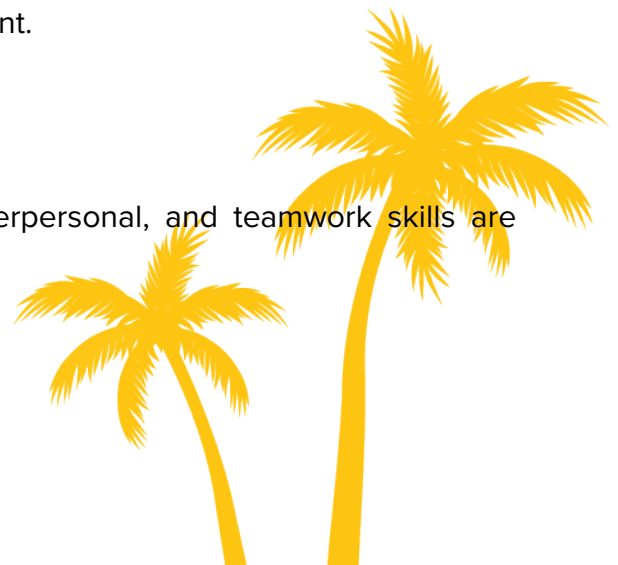
Functions include but are not limited to the following:

- Assist with the public front counter,
- Assist with verification of employment calls,
- Assist with processing subpoena requests,
- Perform data entry,
- Photo copy, scan, and retrieve information as directed by supervisors and other division staff, and
- Other duties, as assigned.

REQUIREMENTS:

1. Ability to accurately track, organize, and file large volumes of paperwork.
2. Ability to work with City computer programs and systems, including Microsoft Word/Excel.
3. Ability to operate standard office equipment (e.g. copiers, fax machines, etc.).
4. Ability to communicate effectively and professionally with the staff and the public.
5. Ability to work well in a fast-paced environment.
6. Ability to follow instructions, accurately.
7. Ability to multi-task.

Clerical experience with strong organizational, interpersonal, and teamwork skills are highly desired. Office attire is required.



SELECTION PROCESS:

Applications are subject to review and only the most qualified candidates will be invited to the oral interview.

HOW TO APPLY:

The selection process will consist of (a) an assessment of the applicant's skills via a review of their resume and (b) oral interview.

Interested candidates should submit the following via email to Personnel Services at per.personnelservices@lacity.org **with the subject line "As Needed Clerk PSS"**:

1. Resume
2. Contact information for three (3) professional references

Disclosure: 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 Employment Opportunity Employer

