ADMINISTRATIVE INTERN - REVISED
TEMPORARY EMPLOYMENT OPPORTUNITY NOTICE

OPEN DATE: February 12, 2019

FILING DEADLINE: March 1, 2019 or until a sufficient number of applications is received.

RATE OF PAY: $20.48 - $22.30 (determined by academic standing)

JOB LOCATION: Downtown Los Angeles/Civic Center

WORK HOURS: Work schedule may vary between the hours of 8:00 AM – 5:00 PM; Monday – Friday (not to exceed 29.5 hours per week nor 999 hours within a service year). Start and end times is at the discretion of the Division Manager or designee, to accommodate operational needs.

DUTIES AND RESPONSIBILITIES:
The Administrative Intern will assist in enhancing usage of the department’s budget tracking system, an in-house database created in Microsoft Access. The Administrative Intern will draft user, and administrator guides, policies and procedures, and conduct individual and group training.

Duties include, but are not limited to the following:
- Work closely with the subject matter expert to gain an understanding of how the budget tracking system works to create a step-by-step guide for users to navigate in the system, including how to enter and retrieve information;
- Create an administrator’s guide on performing on-going maintenance and support of the system;
- Conduct one-on-one or group training for users;
- Input and upload documents into the database;
- Draft related policies and procedures, that meet established formats and requirements;
- Create a schedule of deliverables and meet all deadlines;
- Provide regular reports of the progress, challenges, and recommendations to the Division Manager of the Administrative Services Division and the Fiscal Systems Specialist; and
- Other duties as assigned.

ELIGIBILITY REQUIREMENTS:
- Undergraduate student must have Junior or Senior standing at the time of hire; or
- Graduate of an accredited college or university
- Must be able to provide proof of identity and legal right to work in the United States

DESIRESBLE SKILLS AND ABILITIES:
The selected candidate must possess:
- Effective writing skills to write policies and procedures, in a clear and concise manner, accuracy, and efficiency;
• Strong communication skills to communicate effectively and professionally in a work environment;
• Excellent organizational skills to multi-task, complete multiple assignments and meet deadlines;
• Good self-motivation skills, including taking initiative, setting goals and working independently after understanding the division’s objectives, while maintaining a positive attitude;
• Maintain confidentiality;
• Effective listening skills to understand and follow instructions willingly;
• Strong computer skills, including a working knowledge of Microsoft Access and the ability to learn new computer systems and
• The ability to operate standard office equipment (i.e., copiers, fax machines, etc.).

HOW TO APPLY:
The selection process will consist of an oral interview. Only those candidates who meet the minimum qualifications will be scheduled for an oral interview.

Interested candidates should submit the following to LACERS’ Human Resources via email to LACERS.HR@lacors.org:
1. Regular City Application www.lacity.org/per/application.pdf
2. Résumé
3. Contact information for three professional references
4. Unofficial transcripts or proof of class standing

Applications will only be accepted via email. Incomplete application packages will not be considered.

NOTES:
(1) Candidates selected for these temporary positions will be required to work on an as-needed basis with a maximum of 999 hours per service year (maximum 29.5 hours per week) and no minimum guaranteed number of hours per week or per year. A service year begins on the start date of employment and on each anniversary date thereafter.
(2) Selected candidates must pass a physical exam administered by a City physician and will be subject to a background check, including fingerprinting. Appointment is subject to background review and clearance.
(3) There are no medical, dental or retirement benefits.
(4) Candidates who worked as part-time, exempt employees with the City of Los Angeles in the past 12 months may not be eligible to apply.
(5) The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be removed, without any finding of cause, at any time.
(6) Candidates who have applied in the past 12 months are not eligible to apply.

The City of Los Angeles is an Equal Opportunity Employer