INTERVIEW SPECIALIST
(EXEMPT POSITION)

**SALARY**

The starting salary is $70.00 for a half-day session and $140.00 for a full day of interviewing.
The City provides free parking to Interview Specialists.

**DUTIES**

The responsibilities of an Interview Specialist include interview duties and essay evaluation. Interview duties include chairing an interview board, ensuring participation by all interview board members, monitoring questions for job-relatedness, managing the interviews to provide candidates with the opportunity to present their qualifications, evaluating candidates in conjunction with one or more co-raters against uniform rating criteria, and maintaining interview time schedules. Essay evaluation duties include evaluating candidate essay responses against uniform rating criteria and working in conjunction with one or more co-raters to reach a final or consensus score.

Note: Work assignments are on an “as-needed” basis. The number of assignments varies widely according to the dictates of the City's examination schedule. Some months may have a heavy schedule and, as a result, have numerous work assignments, and other months may have no assignments.

**REQUIREMENTS/MINIMUM QUALIFICATIONS**

1. Four-year degree from a recognized college or university; or
2. Paid professional experience in interviewing job applicants, counseling individuals, or interviewing individuals to obtain information.

**WHERE TO APPLY**

City job applications WILL ONLY BE ACCEPTED ON-LINE at:
https://www.governmentjobs.com/careers/lacity/jobs/2272084-0/city-of-los-angeles-interview-specialist

The job posting will close once sufficient applications are received.

After you submit an application, you may be asked to complete a writing exercise.

**SELECTION PROCESS**

Screening may be conducted to select the most qualified candidates. The selection will be based on an evaluation by interview of your professional and personal qualifications, interpersonal skills, and written skills necessary to satisfactorily perform the duties of an Interview Specialist. Applicants will be notified later of the time and place of the interview.