ADMINISTRATIVE INTERN
TEMPORARY EMPLOYMENT OPPORTUNITY NOTICE

OPEN DATE: February 28, 2019

FILING DEADLINE: March 8, 2019 or until a sufficient number of applications are 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:
Duties include, but are not limited to the following:
- Assist with drafting policies and procedures;
- Assist with the compilation of payroll data for analysis of retirement benefits;
- Prepare correspondence and reports;
- Perform work through the use of a variety of software and computer systems;
- Provide support to Division Manager
- 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

DESIRED SKILLS AND ABILITIES:
The selected candidate must possess:
- Excellent computer skills, including a working knowledge of Microsoft Word and Excel;
- The ability to operate standard office equipment (i.e., copiers, fax machines, etc.);
- 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;
- The ability to multi-task, complete multiple assignments and meet deadlines;
- Good self-motivation skills, including taking initiative, setting goals and working independently
- Excellent organizational, interpersonal and teamwork skills are highly desirable.
HOW TO APPLY:
The selection process will consist of an oral interview. Only those candidates who meet the minimum qualifications will be scheduled.

Interested candidates should submit the following to LACERS’ Human Resources via email to LACERS.HR@lacers.org:

1. Regular City Application [www.lacity.org/per/application.pdf](http://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