



**ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT  
PART-TIME (EXEMPT) EMPLOYMENT OPPORTUNITY**

**COMMUNITY ADMINISTRATIVE SUPPORT WORKER II (1113)  
Workforce Development Board**

Salary: \$15.78 per hour

**OVERVIEW**

The Economic and Workforce Development Department (EWDD) is currently accepting applications to fill two (2) Community Administrative Support Worker II (CASW II) positions to provide administrative support to the Workforce Development Board (WDB) staff. The positions are limited to 25 hours of work per week and will not exceed 999 hours of work per service year.

**RESPONSIBILITIES**

- Answer main phone line, respond to public inquiries, and provide general customer service.
- Assists in managing calendars and appointments of WDB staff.
- Provide assistance before, during, and after board meetings with copying materials, arranging services, room set-up and breakdown, etc.
- Maintain WDB website, social media, and email accounts.
- Research and gather data for WDB Committee reports.
- Other assignments and duties as needed.

The primary work location is 1200 W. 7<sup>th</sup> Street, Los Angeles, CA 90017.

**REQUIREMENTS**

- High school graduate, or equivalent.
- Ability to type at least of 30 words per minute.
- Proficient in Microsoft Office Suite applications.
- Must be able to follow instructions given both orally and in writing.
- Possession of a valid California Class "C" driver's license and a good driving record are required at the time of application.

***Candidates must meet the minimum eligibility requirements at the time of application.***

**SKILLS AND ABILITIES**

- This position requires effective oral and written communication skills.
- Excellent customer service skills.
- Ability to organize and prioritize multiple assignments.
- Experience working in a professional environment.
- Ability to work under minimal supervision.
- Ability to work well under tight deadlines.

A position description will be provided to all candidates at the interview.

## **HOW TO APPLY**

Applications will only be accepted by email. Interested candidates should immediately submit the following in PDF format:

1. Résumé detailing background and work experience.
2. A completed City of Los Angeles job application (revised version dated 12/2017). Applications may be accessed at [per.lacity.org/appform.htm](http://per.lacity.org/appform.htm)

The email must be sent to [tonja.bellard@lacity.org](mailto:tonja.bellard@lacity.org) The subject line must read, "CASW II Application" – then the applicant's first and last name.

The following **WILL NOT** be considered:

- **Incomplete applications**
- **Incorrect applications**
- **Résumés**
- **Older versions of the City job application**
- **Applications stating "see résumé" for work experience**

***Deadline to apply:*** Open until a sufficient number of applications are received. May close at any time. Applications submitted after the deadline will not be considered.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.

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.