

City of Los Angeles

Los Angeles Convention Center Department

PART-TIME CLERK TYPIST

The Los Angeles Convention Center (LACC) is a state of the art convention and exhibition facility operated by the City of Los Angeles. Trade shows, meetings, conventions, and exhibitions of all types are held at this facility, including the Electronic Entertainment Expo, L.A. Auto Show, California Gift Show, Los Angeles Congress of Neighborhoods, and the L.A. County Science and Engineering Fair. More information on the LACC can be found online at <http://www.lacclink.com>.

Part-time Clerk Typists are entry-level, as-needed, exempt employees who, under supervision, perform various administrative, personnel, accounting, marketing, customer service, systems, public relations, and event-related tasks. These positions provide unique opportunities for those who are interested in public sector and/or hospitality industry careers while developing their talents on a part-time basis.

Depending on the position, typical duties may include, but are not limited to: clerical and receptionist tasks such as typing correspondence, completing forms, inputting data, answering phones, and greeting visitors; sorting and delivering correspondence, reports, and documents, including trips to offices outside of the Convention Center; ordering, distributing, and maintaining inventory of supplies; designing brochures and forms; assisting professional employees in personnel, payroll, accounting, systems, and public relations; and performing other administrative and office tasks as directed. Specific duties and special requirements, if any, for each position will be distributed to candidates selected for an interview.

Desirable qualifications include proven ability to:

1. Work with standard office software, especially Microsoft Word, Excel, and Access.
2. Operate standard office equipment (i.e., copiers, fax machines, etc).
3. Perform basic math and accounting functions.
4. Communicate effectively and professionally with the public.
5. Get along with co-workers and clients in a fast-paced atmosphere.

Applicants must:

1. Be at least 18 years of age.
2. Show proof of identity and legal right to work in the U.S. prior to appointment.
3. Some positions may require a California Driver License, typing speed of 40 words per minute, or additional technical expertise.

These positions are not permanent civil service employment. Information on permanent City employment can be obtained online at <http://www.lacity.org>. Candidates selected for these part-time positions will be required to work on an as-needed basis with a maximum of 1040 hours per service year 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. Some positions may require working in the evenings and during weekends. All selected candidates must also

pass a physical exam administered by a City physician. All City employees are subject to a background check, including fingerprinting.

After six (6) months and 500 hours of service, employees are eligible for paid time off at the rate of 2.75 minutes per hour worked (which is equivalent to about 96 hours per year for full-time employees); restrictions apply. There are no medical, dental, or retirement benefits.

The selection process consists of an oral interview and, depending on the position, a performance test. Applications must be submitted on the LACC's part-time application form, which can be downloaded from <http://www.lacclink.com/pdf/laccapplication.pdf>. A completed application and supporting documents (such as an optional resume) can be sent, faxed, or emailed to:

Attn: Part-time Job Application Processing

Los Angeles Convention Center

1201 S. Figueroa St.

Log Angeles, CA 90015

Phone: (213) 741-1151 ext. 5420

Fax: (213) 765-4511

Email: personnel@lacclink.com

Incomplete applications will not be considered. Submitted application materials become property of the LACC and will not be returned to applicants. Submitted applications will be kept active for six (6) months only; a new application is required if an interview is not made within said period. Only candidates selected for interview will be contacted by the LACC personnel staff.

Receipt of applications can stop at any time without further notice. Requirements, duties, and pay are subject to change at any time. The City of Los Angeles is an Equal Employment Opportunity/Affirmative Action Employer.

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