



## Los Angeles City Ethics Commission

### ADMINISTRATIVE CLERK

*This position is as-needed and exempt from civil service.\**

#### Description

The Los Angeles City Ethics Commission is responsible for administering and enforcing City laws relating to governmental ethics, campaign financing, and lobbying. The Commission seeks an impartial professional to serve as an administrative clerk. This position reports to the Deputy Executive Director and is responsible for processing disclosure statements and other filings, scanning documents, performing data entry and word processing, photocopying documents to assist staff or respond to public requests, providing telephone and public counter assistance, and performing other administrative office tasks. This exempt position provides employment on an as-needed basis and is not permanent civil service employment.

#### Qualifications

The position demands a highly organized and self-motivated individual, who demonstrates the ability to do the following:

- Communicate clearly and concisely, both verbally and in writing.
- Exercise good judgment and strategic thinking skills.
- Exercise discretion in dealing with confidential and sensitive information.
- Develop and maintain systems for organizing and tracking documents.
- Operate standard office machines and software programs.
- Effectively handle multiple duties and tasks concurrently.
- Work successfully under stress and meet deadlines.
- Work well both independently and as a member of a team.
- Establish and maintain effective working relationships with co-workers, City officials, members of the regulated communities, and the public.

An interest in politics is a plus, but the successful candidate must be willing to forego personal involvement in campaigns.

#### Schedule

Either a full-time or part-time schedule may be considered. As-needed positions are temporary, and this position may not extend beyond June 30, 2018.

#### Compensation

The position is paid at \$17.52 per hour.

#### Application Process

Email cover letter and résumé to [ethics.careers@lacity.org](mailto:ethics.careers@lacity.org). Applications must be received by September 15, 2017, but the application window may close at any time. For additional information, contact Deputy Executive Director David Tristan at (213) 978-1960.

\* Employees in this position do not accrue any benefits, civil service tenure, contractual employment rights, or due process rights. They may be removed by the hiring authority without any finding of cause.