

TEMPORARY JOBS AVAILABLE

The City of Los Angeles, City Clerk-Election Division seeks applicants for as-needed employment for the 2017 Municipal Elections. The employment period will be between July 2016 and June 2017.

Interested parties should call (888) 873-1000 to set-up an appointment and for further details. <http://clerk.lacity.org/elections>

APPLICATION ACCEPTANCE DATES: May 2 through August 12, 2016

(Our office will be closed on May 30th and July 4th in observance of Memorial Day and 4th of July)

(These positions will remain open until the needs of the Sections are met and may close at any time without advance notice. All applicants are encouraged to apply immediately.)

Administrative Assistant (530)

(1 Position) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Assist Administrative Lead in daily operations of polling place recruitment: perform general office work, including data entry, timekeeping, filing, copying, and writing correspondence. Must be able to type 45 wpm. Must be willing to perform occasional field and assembly work, and able to lift 45 lbs. Computer experience required.

Administrative Lead (520)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Perform general office work, including data entry, timekeeping, filing, copying, and writing correspondence in warehouse setting. Must be able to type 45 wpm. Must be willing to perform occasional assembly work, and able to lift 45 lbs. Computer experience required.

Administrative Lead (580)

(1 Position) From \$23.23/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Assist Section Supervisor in managing 22 employees handling poll worker recruitment operations. Project management, supervision, and computer experience required.

Administrative Senior Assistant (520)

(1 Position) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Assist Administrative Lead perform general office work, including data entry, timekeeping, filing, copying, and writing correspondence in warehouse setting. Must be able to type 45 wpm. Must be willing to perform occasional assembly work, and able to lift 45 lbs. Computer experience required.

Ballot Recovery/GIS Supervisor (530)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Recruit supply distribution sites and train Election Day/Night staff. Excellent computer and Map Creations experience is required.

Bilingual Outreach Lead (590)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

In addition to the duties of a Bilingual Outreach Specialist, supervisory, training, and project management experience required. Must read, write, and speak fluently a required second language.

Bilingual Outreach Specialist (590)

(10 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Conduct voter education presentations and recruit bilingual poll workers. Languages needed (oral and written fluency required): Armenian, Chinese, Farsi, Hindi, Japanese, Korean, Russian, Spanish, Tagalog, Thai, and Vietnamese.

City Employee Poll Worker Assistant (585)

(3 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Recruit City employees to serve as poll workers. Computer skills, public speaking, and outreach experience desired.

City Employee Poll Worker Coordinator (585)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Program oversight and implementation. Supervisory, public speaking, payroll, excellent Office Suite skills, and outreach experience required.

Courier Clerks (550)

(2 Positions) From \$13.25/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Perform courier services and general office work.

Data Entry Clerk (530)

(1 Position) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Assist in the daily operations of polling place recruitment. Possible Personnel/Payroll activities.

Graphic Designer (590)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Design graphics for election-related materials. Proficiency with Adobe Creative Suite required.

Media/Outreach Coordinator (590)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Work directly with members of the media, write press releases, make and receive phone calls, organize press conferences, create and distribute media kits.

Polling Place Field Recruiters (530)

(9 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Involved in the recruitment of polling places. Computer experience required.

Poll Worker Manager (580)

(1 Position) From \$19.70/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Train, supervise and manage the work of three Recruitment Supervisors. Management, supervision, and computer experience required.

Poll Worker Recruiters (580)

(18 Positions) From \$14.54/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Recruit community volunteers to serve as poll workers. Heavy phone and data entry experience required.

Poll Worker Supervisor (580)

(3 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Train, supervise, and manage the work of six Recruiters. Supervision experience required.

Public Counter Assistants/ Language Operators (550)

(10 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Process candidates, answer phones, maintain front counter operations. Language Operators (oral fluency required): Chinese, Hindi, Japanese, Korean, Spanish, Tagalog, Thai, or Vietnamese.

Systems/Computer Support Assistant (560)

(2 Positions) From \$16.72/hr.

Work Schedule: 8:00 a.m.-5:00 p.m.,
M-F, Weekends and Holidays, as required. *

Assists Systems Support Group in various computer related duties. Duties include computer/printer setup and support, network support. Knowledgeable in HTML, JavaScript, or other programming languages desired but not required.

***Overtime is paid at time and a half (accrued after 40 hours worked/week).**

TEMPORARY EMPLOYMENT PROCEDURES INSTRUCTIONS FOR APPLICANTS

BUILDING ENTRANCE

If you are interested in seeking employment with the City Clerk-Election Division, you must submit a job application using the computer terminals in our office. Our office is located at:

**Piper Technical Center
555 Ramirez Street, Space 300
Los Angeles, CA 90012**

- A photo ID must be presented to the guard-on-duty to enter the building -

- **LIMITED** visitor's parking is available in front of the building -

- Additional parking is available at the Union Station (MTA Bldg.), across from the building, for a fee -

OFFICE HOURS

Our office is open to receive applications Monday-Friday beginning Monday, **May 2, 2016 through August 12, 2016 from 9:00 a.m. to 3:00 p.m. only.** To make an appointment, please call (888) 873-1000 or (213) 978-0444. Walk-ins are welcome but are subject to delay since appointments will have priority. We cannot predict how busy the office will be or how many people may be ahead of you if you choose to walk in. Please understand that there may be a long waiting period or you may be asked to return the next day if there are too many people ahead of you waiting to enter their applications before 3:00 p.m. **Our office will be closed on Monday, May 30th, and Monday, July 4th in observance of Memorial Day and 4th of July Holidays.**

APPLICATION INFORMATION

We ask that you bring a resume or an old job application with you to assist you in completing your online application. If you don't have one, write down the information for two of your most applicable work experiences on a piece of paper and bring it with you. We ask that you come prepared because you will only be given 30 minutes to enter your information into the computer.

This recruitment period is subject to close at anytime without advance notice.

If you have additional questions or require further information,

Please contact our office at (888) 873-1000.

Thank you.

