PERSONNEL DEPARTMENT

TARGETED LOCAL HIRE PROGRAM CITY OF LOS ANGELES

OFFICE TRAINEE INFORMATION SHEET

Office Trainees receive on the job training that can eventually lead to a Civil Service career with the City of Los Angeles.

As an Office Trainee, you can expect:

- ✓ **Full-time employment**
  - ✓ **At least $24.00 an hour**
  - ✓ **Benefits (health, commute, and retirement savings)**
  - ✓ **On the job training & development**

As an Office Trainee, you will receive six months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the six month on -the- job training, which is considered your Civil Service examination, you will then be transitioned to a Civil Service classification. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.

Not sure what each job might entail? Not sure if YOU can apply?

Please see the next page for more information.

TARGETED LOCAL HIRE PROGRAM CITY OF LOS ANGELES

OFFICE TRAINEE → OFFICE SERVICES ASSISTANT → ADMINISTRATIVE CLERK

An Administrative Clerk performs general office work, which may include customer service, basic word processing, data entry, filing and organizing, and related work.

Competencies you will be expected to develop:

- Judgment and Decision Making
- Attention to Detail
- Computer Proficiency
- Customer Service

❖ NOTE: The classification of Administrative Clerk is employed by all City Departments

OFFICE TRAINEE → DELIVERY DRIVER ASSISTANT → DELIVERY DRIVER

A Delivery Driver operates a City automobile, station wagon, van, pickup truck, or other light vehicle as a major assignment in delivering and picking up mail, supplies, and department materials; keeps routine records and prepares routine reports; performs routine clerical, messenger, or stockroom duties part of the time.

Competencies you will be expected to develop:

- Attention to Detail
- Self-Management
- Interpersonal Skills

Employed at Departments such as:

- General Services
- Police
- Public Works/Bureau of Sanitation

After successful completion of the Targeted Local Hire Program and permanent appointment to the position of Administrative Clerk or Delivery Driver, you will have the opportunity to promote to various City careers. Please visit https://lalocalhire.lacity.gov for more information on career ladders.

WHO CAN APPLY?

Everyone and anyone who meets the requirements for Office Trainee may apply!

The Targeted Local Hire Program welcomes and strongly encourages the following communities to apply: homeless & formerly homeless; formerly incarcerated individuals; former gang , including those affected by the City's Rodriguez settlement; disconnected youth, foster youth, and transition age youth; veterans; local residents in zip codes with high unemployment and incomes below median poverty rate; disabled; transgender; older workers.

Office Trainee Requirements:

- ✓ A completed online Targeted Local Hire Program Application; **and**
- ✓ A Referral from a WorkSource Center designated by the City of Los Angeles Targeted Local Hire Working Group. A list of the designated WorkSource Centers can be found at http://lalocalhire.lacity.gov

Where to start?

❖ Visit one (1) of the Referral Agencies that will help you prepare and refer you to an Application Site. A list of the Referral Agencies is available at http://lalocalhire.lacity.gov

Have More Questions?

E-mail the Targeted Local Hire Program staff at lalocalhire@lacity.org.