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STAFF ASSISTANT I

(<http://agency.governmentjobs.com/lacounty/jobID=1189553&sharedWin>)

Salary ⓘ \$39,089.52 - \$51,128.88 Annually **Location** ⓘ Los Angeles County, CA
Job Type Full time **Department** MENTAL HEALTH
Job Number TRMH0907A **Closing** 7/28/2015 5:00 PM Pacific

DESCRIPTION	BENEFITS
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Position/Program Information

**DEPARTMENT OF MENTAL HEALTH
 TRANSFER OPPORTUNITY ANNOUNCEMENT
 FILING START DATE: JULY 8, 2015**

The Human Resources Bureau is seeking a highly motivated, reliable, and productive individual with strong supervisory and analytical skills to join the Administration Unit located at 420 S. San Pedro, Los Angeles 90013.

Essential Job Functions

Function as a Human Resources (HR) administrative generalist providing services to the Human Resources Bureau and acting as a central resource to departmental employees, pertaining to matters such as, but not limited to: Performance Evaluations, Management Appraisal Promotability Plan (MAPP), Statement of Economic Interests (SEI) Form 700 and maintaining Official Personnel Files;

- Supervise a small clerical staff performing duties which include, but are not limited to, processing supply requests, addressing building matters, requesting services and a variety of other administrative tasks;
- Answer inquiries pertaining to HR related matters;
- Provide support to the Departmental Human Resources Manager III, and HRB Managers;

Requirements

Must be a permanent County of Los Angeles employee who has passed their initial probationary period and currently holding the payroll title of Staff Assistant I.

DESIRABLE QUALIFICATIONS:

- Ability to grasp information quickly and work independently with minimum supervision;
- Ability to work under pressure as a member of a team and collaborate with other staff;
- Knowledge and experience in placing orders through Special Requests;
- Ability to multi-task and work through interruptions;
- Proficient in Microsoft Word, Excel, Visio

Additional Information

Interested individuals holding the payroll title of Staff Assistant I, should email their resume, and the last two (2) Performance Evaluations along with the last two (2) years of master time records on or before July 28, 2015 to:

Nora Cendejas
Human Resources Bureau
420 S. San Pedro G3
Los Angeles, CA 90013
Email: ncendejas@dmh.lacounty.gov
(213) 972-7087

All materials submitted by the employee will be evaluated. The most qualified employees will be contacted for an interview.

AN EQUAL OPPORTUNITY EMPLOYER

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

JOB OPPORTUNITIES (/CAREERS/LACOUNTY) **ACCOUNT (/CAREERS/LACOUNTY/APPLICATIONS)**

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