



## **OFFICE OF THE DISTRICT ATTORNEY**

### **HUMAN RESOURCES DIVISION**

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



***Career Transfer Opportunity***  
***Restricted to Permanent Employees of Los Angeles County***

**INTERMEDIATE TYPIST-CLERK**  
**Bureau of Branch & Area Operations, Region I**  
**Torrance Branch Office**

**ABOUT THE POSITION:** The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Intermediate Typist-Clerk (ITC) vacancy in the Bureau of Branch & Area, Torrance Branch Office. This position performs a wide range of clerical support duties such as typing, filing, photocopying, proofreading, assisting with the reception desk, taking and following instructions, and giving and receiving accurate messages.

**DESIRABLE QUALIFICATIONS:**

- Good oral and written communication, grammar, and language skills.
- Good computer skills and knowledge of computer programs (e.g., Microsoft Word, PIMS, etc.).
- Ability to handle a large volume of incoming and outgoing telephone calls professionally.
- Ability to work independently and cooperatively within a team.
- Ability to type a large volume of felony, misdemeanor rejects, and misdemeanor complaints.
- Ability to effectively interact with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.

**ACCEPTING RESUMES FROM:** Only permanent employees of Los Angeles County currently holding or who previously held the payroll title of ITC and those who are on the current ITC certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations. Only the most qualified employees will be invited for an interview.

**PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Vicki Bunton  
Staff Assistant, Bureau Operations, DA  
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Telephone: (213) 257-2915  
E-mail: [vbunton@da.lacounty.gov](mailto:vbunton@da.lacounty.gov)

**NO LATER THAN: TUESDAY, NOVEMBER 17, 2015**

**\*\*THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION\*\***