COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 13, 2004

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **ADMINISTRATIVE INTERN OPEN COMPETITIVE EXAMINATION**

We have commenced our spring 2004 recruitment process for the Administrative Intern Program. Applications will be accepted until 5:00 p.m. on Monday, May 24, 2004. Applications must be filed on the Los Angeles County Employment Application form by mail or in person at the Department of Human Resources (DHR) Employment Information Services Office at 3333 Wilshire Boulevard, Suite 100, Los Angeles, CA 90010 or online (via electronic submission). Applications may be downloaded from the internet and submitted to the address above or electronically at the DHR website https://easier.co.la.ca.us. We have enclosed several bulletins and applications for your offices.

If you have any questions, please contact me or your staff may contact Lu Takeuchi at (213) 738-2299.

MJH:TJH
LT:RAS

Enclosures

c: Department Heads
Administrative Deputies
Personnel Officers