

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

CITY OF LOS ANGELES CIVIL SERVICE COMMISSION

DUTIES STATEMENT

5/15/98

**COMMUNITY AND ADMINISTRATIVE SUPPORT WORKER I, CODE 1112
COMMUNITY AND ADMINISTRATIVE SUPPORT WORKER II, CODE 1113
COMMUNITY AND ADMINISTRATIVE SUPPORT WORKER III, CODE 1114**

Community and Administrative Support Workers perform a variety of unskilled duties such as reception, photocopying, filing, advising citizens of services or programs available, data entry, recordkeeping, delivery services, or other activities in support of community based programs.

Community and Administrative Support Workers are normally employed on a part time or grant funded exempt basis, or in an emergency appointment. Examinations will not be conducted for these classes.

Community and Administrative Support Workers may be used in connection with grant funded, fee supported, or other City programs. Normally, employment as a Community and Administrative Support Worker is intended to provide skills necessary to compete for regular employment. Incumbents may receive classroom training for specific types of employment.

Some positions may require a drivers license.