

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

9-29-95

**ADMINISTRATIVE ASSISTANT, COMMISSION FOR CHILDREN,
YOUTH, AND THEIR FAMILIES, 1355**

Summary of Duties: Provides specialized clerical support for the Commission for Children, Youth, and Their Families; and does related work.

Examples of Duties: An Administrative Assistant, Commission for Children, Youth, and Their Families:

- ! Types forms, letters, memos, reports, and certificates related to Commission business.
- ! Answers telephones, directs and handles all incoming calls to the Commission Office.
- ! Prepares payroll, purchasing, and accounting documents.
- ! Arranges guest speakers for in-service training and orientation sessions.
- ! Makes travel arrangements for local and out of state conferences and training for Commissioners and employees of the Commission office.
- ! Interviews, recommends hiring of, assigns work to, and evaluates part-time interns used by the Commission office.
- ! Arranges parking for visitors to the Commission office.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Commission for Children, Youth, and Their Families office practices including filing, indexing, and cross referencing.
- ! Correct punctuation, spelling and grammatical usage.

A general knowledge of:

- ! Commonly used office machines and equipment, including personal computers, FAX machines, photocopiers, calculators, and telephones, and some skill in their operation.

The ability to:

- ! Deal tactfully and effectively with the public and other employees.
- ! Explain complex Commission for Children, Youth, and Their Families procedures and requirements to other employees and the public.

- ! Type at a speed and level of accuracy within acceptable City standards.
- ! Organize and complete work efficiently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

Current employment as a Project Assistant with the Commission for Children, Youth, and Their Families of the City of Los Angeles.

License: A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.