

POSITION DESCRIPTION**ATTACHMENT 4****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee:		2. Employee's Present Class Title/Code: Administrative Clerk (1358)		3. Present Salary or Wage Rate: \$2,104.80		DO NOT USE THIS SPACE
4. Reason for Preparing Description:		☒ New Position ☐ Change in Existing Position		☐ Routine Report of Duties ☐ Review for Proper Allocation		
5. Location of office or place of work: 221 N. Figueroa St. Suite 500 Los Angeles, CA 90012				6. Name of Department Aging Division SCSEP/OWEP Section _____		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title SMA 2						
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.						
PERCENT OF TIME	DUTIES					
	Under the direct supervision of the Senior Management Analyst 2 in the SCSEP/OWEP Division, the subject position is responsible for performing a variety of general and specialized administrative tasks which include, but are not limited to the following:					
30%	Collect and enter participant timesheets.					
40%	File and retrieve participant documentation.					
25%	Using a computer for emails, word documents, spreadsheets					
5%	Other duties and responsibilities as assigned.					
9. How long have the duties been substantially as described above? New position.						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, calculator/adding machine, facsimile machine, and photocopy machine.						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 0						
12. Indicate the number of employees supervised by class titles. N/A						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.						
Signature _____ Date _____ Phone No. _____						

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Description is accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General direction may be as frequent as daily, assignment and instructions given either orally, in writing, or electronically via email.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As specified in City position bulletin. Valid California driver's license.

(b) Experience (type and length; list appropriate city classes, if any).

As specified in City position bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift _____ Push _____ Pull _____

Average weight 5 Heaviest weight 15

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☐ Hands and fingers

☐ Back, for strenuous labor

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As specified in City position bulletin.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Personal computer, calculator/adding machine, facsimile machine, and photocopy machine.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department staff, agency representatives, job fair coordinators, and senior clients on a general basis.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title SMA2 Phone No. _____

Signature of department head _____ Date _____