

**Temporary/Hourly Job Opportunity**  
**Administrative and Staff Support**

*(posted February 13, 2025)*

**30 – 40 hours per week**

**Hourly Rate: \$20.00 - \$30.00 per hour**

**Downtown Los Angeles**

The Office of Los Angeles County Supervisor Holly J. Mitchell is seeking to fill multiple temporary/hourly positions on our administrative and staff support team. Duties for these positions can include answering calls from the public, responding to emails, preparing materials for meetings and events, attending public events, scheduling meetings, managing calendars for office staff, and completing other general administrative and office tasks.

One of the available temporary positions is an office management role and requires a hands-on approach to organizational leadership, management, and quality assurance.

Candidates for these positions will need to demonstrate that they have strengths in administrative services, customer service, and problem solving. They will need strong oral and written communication skills including editing. Candidates will need to prioritize issues and resources, maintain accountability, and be outcome-driven to achieve the office's mission.

**NECESSARY SKILLS:**

- Proficiency in Microsoft Suite programs – Word, Excel, Outlook and Teams.
- Effective oral and written communications skills.
- Ability to perform complex administrative duties requiring judgement and discretion.
- Ability to manage time efficiently and effectively.
- Develop creative approaches to problem solving.
- Demonstrate a commitment to equity, teamwork, and public service.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from accredited college or university.

**DESIRABLE QUALIFICATIONS:**

- Paid experience working in an administrative or staff support position.
- Experience working or volunteering with a local, state, or federal government office.
- Fluent Spanish skills: Speaking and reading/writing. *(not required, but very helpful)*

**How to Apply:** If you are interested in a temporary/hourly position with our office, please send a resume via email to Kirk Shelton at:

[kshelton@bos.lacounty.gov](mailto:kshelton@bos.lacounty.gov)

Subject line: Admin Support

Our submission deadline for applicants is **Friday, February 28, 2025**

All applicants will be considered for employment without regard to their race, religion, sexual orientation, gender identity, national origin, or disability status.