

# Los Angeles Homeless Services Authority

-A Joint Powers Agency Created by the City and County of Los Angeles-

811 Wilshire Blvd. • 6<sup>th</sup> Floor • Los Angeles • California • 90017  
Telephone: (213) 683-3333 • Fax: (213) 892-0093 • TTY: (213) 553-8488

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## JOB DESCRIPTION

**Title:** Receptionist/Clerical Assistant

**Salary Range:** \$14 - \$16 Hourly

**Classification Standards:** Under the direction of the Director of Administration, this position helps ensure smooth operations of the LAHSA office and provides clerical support to personnel. Responsibilities include answering/transferring front desk telephone lines, processing of incoming/ outgoing mail, faxing, and filing. This position also works in conjunction with all departmental administrative assistants in a wide range of clerical and administrative projects/tasks and functions.

**Minimum Qualifications:** Previous experience working with the public, answering multiple telephone lines, and office experience. Must be detailed oriented and possess good oral and written skills. Requires the ability to handle multiple projects simultaneously. Knowledge of Microsoft Office is essential. Must possess excellent interpersonal skills to work effectively with a broad range of individuals. Must also be detail oriented and skilled in priority setting.

**Training and Experience:** High school diploma or equivalent is mandatory; however, some college coursework is preferred. Minimum of three years office/secretarial experience. Strong knowledge of Microsoft Office software and modern office and technology skills. Excellent verbal and written communication skills are mandatory.

### Essential Job Functions:

- Answers telephones and front office reception.
- Processes and routes daily mail and check logs.
- Word and data processing, and special projects as assigned.
- Assists with hospitality and logistics of meetings.
- Heavy faxing and copying.
- Distributes publications, mailings, reports, and correspondence.
- Files and retrieves stored documents.
- Ordering and monitoring monthly office supplies.
- Assists all department assistants in invoice tracking, organizing training calendars and daily events calendars, and scanning official documents.
- Other duties as assigned.

To be considered for this position, please forward a resume and cover letter to:

Los Angeles Homeless Services Authority (LAHSA)  
Attn: Keshia Douglas, Director of Administration  
811 Wilshire Boulevard, 6<sup>th</sup> Floor, Los Angeles, CA 90017  
Fax: (213) 553-9373; Email: kdouglas@lahsa.org

*LAHSA IS AN EQUAL OPPORTUNITY EMPLOYER*