

## JOB ANNOUNCEMENT

**Position:** Enforcement Assistant (As-Needed)

### **Description**

The Los Angeles City Ethics Commission administers and enforces state and City laws related to governmental ethics, campaign financing, and lobbying. The Ethics Commission seeks an impartial professional to serve as an Enforcement Assistant. The position supports investigators and other members of the enforcement team who investigate and enforce against alleged violations of laws within the Ethics Commission's jurisdiction. Key duties include assisting with research; assisting with data entry and administrative support tasks related to subpoenas, settlements, probable cause reports, and accusations; assisting in the preparation of evidence binders for investigative interviews, probable cause conferences, and administrative evidentiary hearings; and assisting with the maintenance and organization of enforcement records through various database management systems.

### **Qualifications**

The position demands an organized and self-motivated individual who demonstrates the following qualifications:

- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Strong data entry skills.
- Good judgment and discretion.
- Ability to maintain strict confidentiality.
- Ability to take guidance and work both independently and as part of a team.
- Ability to use a variety of software programs and electronic technology.
- Ability to work successfully under pressure and meet deadlines.
- Ability to work well in a politically sensitive environment.

The successful candidate must forgo personal involvement in any political or partisan activity.

### **Experience**

An associate's or bachelor's degree from an accredited college or university is desirable. Experience working in a law office, law enforcement agency, other public agency, human resources department, or an entity involved in litigation, administrative claims, or auditing is desirable.

### **Compensation**

The position is paid at \$26.72 per hour and may be full-time or part-time. As-needed positions are temporary, and this position may not extend beyond June 30, 2025.

### **Application Process**

Email cover letter and résumé to [ethics.careers@lacity.org](mailto:ethics.careers@lacity.org). Applications must be submitted by October 31, 2024, but the application window may close at any time. For additional information, contact Deputy Executive Director Heather Holt at (213) 978-1960.

*\*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed by the hiring authority without any finding of cause.*