



## **MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065

### **JOB OPPORTUNITY BULLETIN OFFICE ASSISTANT I - FINANCE DIVISION**

July 07, 2021

#### **POSITION SUMMARY**

Under supervision, will maintain spreadsheets and files on paper-flow for internal tracking in the Finance Division, assist accounting staff with the scanning, filing and retrieving of back up documentation, perform other clerical tasks as mailing, filing, scanning and mailing.

The Office Assistant will perform a variety of tasks relative to assigned areas of responsibility, and other clerical functions in support of the Finance Department operations. This position requires a motivated, responsible, organized and self-starter individual who can handle an array of tasks and has good attention to details. The individual must be able to follow directions and communicate both verbally and written.

**This position will remain open until filled.**

#### Type

This is a full-time, non-exempt, at-will position.

#### **ESSENTIAL FUNCTIONS**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist with processing of payment requests and credit card statements.
- Assist with scanning of backup documentation for payment requests and credit cards.
- Maintain spreadsheets on paper-flow and Finance division internal tracking.
- Assist with the upkeep of files; both physical and electronic.
- Assist accounting staff with compiling needed backup documentation.
- Coordinate and provide administrative support to accounting staff.
- Assist with the tracking and maintaining documentation in and out of office.

- Update and maintain divisional timesheet templates as required.
- Perform clerical tasks such as mailing, copying, faxing, filing and scanning.
- Type, proofread, and prepare a variety of documents, including general correspondence, reports, and journal entry requests.
- Perform related duties as required.

## **JOB SPECIFICATIONS**

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to remain in a stationary position, occasionally travel between multiple buildings as well as remote office locations. The employee is frequently required to understand and communicate with others and utilize close vision abilities, review handwritten, electronic and facsimile documents, operate a computer and other office productivity machinery and spend extended hours in front of a computer screen. The employee must occasionally transport, move and position up to 30 pounds.

### Required Hours and Location

Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional overtime work in evenings or weekends upon prior approval by supervisor. The position will work out of the Los Angeles River Center and Gardens but may occasionally be required to travel to various other locations. Offices at the River Center are spread among multiple buildings and floors.

### Public Contact

As public parklands, the majority of MRCA properties are open to the general public during operating hours. This position is likely to have physical contact with members of the public in public areas such as parking lots and shared public/office restrooms and during in-person public meetings. The MRCA is committed to protecting its staff by ensuring appropriate physical distancing and proper infection control while supporting equitable access to services. Our requirements are based on the current County of Los Angeles guidance, and are subject to change as the County updates their policies.

## **DESIRED MINIMUM QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities for this position would be:

Education: High School Diploma or equivalent.

Experience: Two (2) years performing general clerical duties preferably in a governmental, non-profit or grant-driven agency.

Knowledge of:

- Windows-based spreadsheets and word processing programs such as MS Excel and MS Word. Strong MS Excel skills are highly desired.
- Office practices and procedures.

Ability to:

- Understand the organization and operation of the MRCA and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and money counting machines.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships with those contacted in the course of work including the general public.
- Prioritize varying tasks and handle multiple projects at once.
- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Consistently follow internal control rules and procedures.
- Innovate and improve processes.

Competencies:

- Excellent oral and written English language skills. Not required to be a native English speaker but fluency in English is required.
- Effective Communicator
- Team player.
- Accountable
- Planner and Organizer
- Technically Knowledgeable

- The drive to provide exemplary customer service.
- Ability to communicate in multiple languages desired.

### Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response. Bilingual skills in English, and other locally common language, such as Spanish, Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is desired.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.
- Verification of the right to work in the United States.

## **COMPENSATION**

### Wages

The range of hourly rates for this position is \$15.16 to \$17.55.

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not apply to applicants who are not currently employed by MRCA and may be exercised only at MRCA's discretion and as budget allows.

### Benefits

Mountains Recreation and Conservation Authority offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement
- Health/Dental Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance

- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care.

## **HOW TO APPLY**

Submit resume and letter of interest via email to [employment@mrca.ca.gov](mailto:employment@mrca.ca.gov) or via fax to 323-843-9838, ATTN: Zagreb De La Torre with "Office Assistant I" included as a subject. No phone calls, please. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the phone number or e-mail address provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

## **ABOUT MRCA**

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, citizenship, religion, age, medical condition, including genetic characteristics, mental or physical disability, veteran status, marital status, sex, pregnancy, sexual orientation, gender, weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. The MRCA strongly encourages diverse candidates to apply for open positions.

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[www.facebook.com/LAMountains.com](https://www.facebook.com/LAMountains.com)  
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**This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.**

**Any provision contained in this job announcement may be modified or revoked at any time without notice.**