



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

invites applications for the position of:

Mosquito Control Technician - Office Aide

SALARY:	\$17.30 - \$20.00 Hourly
DEPARTMENT:	Operations
OPENING DATE:	02/22/21
CLOSING DATE:	Continuous
JOB SUMMARY:	

**THIS IS A TEMPORARY SEASONAL POSITION WORKING UP TO 40 HOURS PER WEEK
VACANCIES AT BOTH SYLMAR AND SANTA FE SPRINGS
(approximate 6-month seasonal hire with tentative start date between MAY and JULY
2021)**

Under general supervision, the Mosquito Control Technician – Office Aide (MCT-OA) performs a variety of clerical and administrative duties for the District including but not limited to phone and customer service support, photocopying, and data entry; prepares a variety of documents and correspondence; data entry and performs related work as required. This position serves as backup to the Operations Assistant and front office, as needed, and will have frequent contact with the public over the telephone, through emails, and in-person.

The MCT-OA position does not possess a state certification. The incumbent must be able to perform assignments under the direct supervision of certified District personnel, including either a Vector Control Specialist IV Lead or Operations Supervisor. This classification works relatively independently in a standard office setting and exercises no direct supervision over staff.

The MCT-OA is an entry-level classification performing supportive, clerical, and administrative tasks within an assigned department, working independently and exercising safe and proper judgement in the execution of daily assignments.

JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Performs receptionist duties; receives and routes incoming calls; refers inquiries to appropriate staff and takes messages as needed; ensures adequate staff coverage for the department.
- Assists staff with receiving and accurately recording service request information from the public through telephone calls and emails.
- Operates general office equipment including copy and fax machines, postage meters, telephones, tablets, and personal computers.
- Collects, receives, and retrieves documents; maintains manual and digital filing systems for District documents.

- Prepares, types, formats, and processes a variety of routine documents and correspondence including lists, labels, letters, forms, reports, and other materials; checks document and correspondence drafts for punctuation, spelling, and grammar; provides clerical support to staff as needed.
- Assists in photocopying and scanning District materials.
- Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Receptionist duties and responsibilities.
- Business arithmetic and statistical techniques.
- Basic business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to the work performed.

Ability to:

- Perform responsible clerical and administrative support work with accuracy, speed, and general supervision.
- Identify and solve standard problems and refer more complex problems to appropriate staff.
- Perform basic mathematical functions.
- Demonstrate a high degree of flexibility and adaptability in a fast-paced environment.
- Read and understand District policies, guidelines, or written materials and instructions pertinent to the position.
- Enter and retrieve data from a computer system and prepare written materials with enough speed and accuracy to perform the work.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports from brief instructions.
- File and maintain electronic and hardcopy records accurately.
- Handle disputes and complaints in a calm and tactful manner.
- Organize and prioritize multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Completion of a high school diploma or equivalent

Experience:

- One (1) year of general office, administrative support, customer service, or related experience.

Knowledge of Microsoft Office (including Word, Excel, PowerPoint, and Outlook) is preferred.

Licenses and Certifications:

- Possession of a current valid driver's license is required. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during course of employment with GLACVCD. Must be insurable with the District's insurance carrier.

SUPPLEMENTAL INFORMATION:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

APPLICATION PROCESS

This recruitment may close at any time without notice. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further.

All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

Anticipated First Application Review: March 22, 2021.

CONDITION OF EMPLOYMENT

District appointments are contingent upon successful completion of a post-offer medical examination with the ability to lift up to 25 lbs., including drug screening to comply with our Drug Free Workplace policy, a background check including references and employment history, and a Live-Scan fingerprint check through the Department of Justice.

California Code of Regulations, Title 8, Section 5144, Appendix A requires an employee to comply with mandatory Fit Testing Procedures.

The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of age (40 or older), disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex and sexual harassment in its employment actions, policies, procedures, or practices.

GLACVCD will maintain compliance to the new paid sick leave law, Healthy Workplace, Healthy Families Act of 2014 (AB 1522) effective July 1, 2015.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.glacvcd.org/>

Position #2021-02

MOSQUITO CONTROL TECHNICIAN - OFFICE AIDE
CR

12545 Florence Ave.
Santa Fe Springs, CA 90670
562-944-9656

teamhr@glacvcd.org

Mosquito Control Technician - Office Aide Supplemental Questionnaire

- * 1. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, during the pre-employment process will cause me to be eliminated from further consideration for employment.
 - Yes
 - No
- * 2. Are you able to perform the "essential functions" of the job for which you are applying (with or without a reasonable accommodation)?
 - Yes
 - No
- * 3. Do you have a high school diploma or equivalent?
 - Yes
 - No
- * 4. This job requires the ability to drive a District vehicle. Do you possess a valid Class C Driver's License?
 - Yes
 - No
- * 5. Are you currently or have you ever been a member of the California Public Employees' Retirement System (CalPERS) through your employment with a previous public sector agency?
 - Yes No
- * 6. Are you related to a current Greater L.A. County Vector Control District Employee?
 - Yes

No

- * 7. If you answered yes to the question above, please list the name of the current employee and your relation. If none, please type N/A.

- * 8. This temporary seasonal assignment will be located at either the Santa Fe Springs or Sylmar branch office. Please select your preferred location. Note: Preferred location is not guaranteed.
 - Santa Fe Springs
 - Sylmar
 - Either
- * Required Question