



Los Angeles Department of Water and Power

JOB OPPORTUNITY Clerk (exempt)

The Los Angeles Department of Water and Power (LADWP), Customer Service Division, Mail Center is interested in filling positions for Part-Time Exempt Clerks.

Job Description:

- Operates an automatic inserting machine, standard inserter, burster, folder, cutter and counter top mailing machine in the processing of bills and other LADWP mail.
- Sorts and distributes all incoming LADWP and U.S.P.S. mail.
- Logs and delivers signature mail such as certified, priority, signature confirmation to appropriate JFB locations.
- Answers questions related to postal regulations and Mail Center procedures.
- Prepares daily reports of all incoming and outgoing mail.
- Occasionally drives Department vehicle to the Post Office and outlying locations to pick up and deliver mail as well as performing other related duties.

Qualifications:

- Graduation from high school or G.E.D. equivalent is desired but not required.
- Must be able to perform physical requirements associated with the duties described.
- A valid California Driver's license is required.
- Job requires the ability to lift, push and pull at least five pounds and sometimes over fifteen pounds, and stand more than 80% of the day while operating equipment. Due to the strenuous physical nature of this job, a medical evaluation will be required.

Work Schedule:

- Schedule varies weekly depending on the number of available shifts scheduled. Work hours range from 0-30 hours a week.

Salary: \$19.80 per hour.

Interested candidates need to submit a resume via email to: Clerk@ladwp.com. **Applications will be accepted until sufficient amount is received. In addition, please note that a screening process will be used and only the most qualified candidates will be interviewed.**

If you have any questions, please contact Flor Esguerra at (213) 367-1841.

The Department of Water and Power, City of Los Angeles is an Equal Employment Opportunity Employer

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