

OFF-CAMPUS JOBS

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Friday, May 04, 2012

Count 52

Job ID	Position	City	Wage
2775	REAL ESTATE FIELD SUPERVISOR/ JUNIOR PROPERTY	ALHAMBRA	DOE

HRS/DAYS: Part- time or full- time JOB DUTIES: Perform on- field duties, answer tenant inquiries, supervise and schedule assignments for vendors, and coordinate between tenants, vendors, and clients for property management operations. General duties include answering phones, greet clients, etc. Assist and support personnel in team- oriented environment. REQ SKILLS: Real estate management company in Alhambra looking for dedicated, hardworking, organized, detail- oriented, self- motivated and responsible individual with ability to prioritize. No experience needed. Bilingual a plus

2849	SUBSTITUTE FOOD SERVICE WORKER	LOS ANGELES	\$10.64/hr
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HRS/DAYS: JOB DUTIES: Preparing and producing a variety of foods. Operating a variety of kitchen equipment. Practicing safe food handling according to HACCP, LA County Health Department, and LAUSD Food Services Standard Operations Procedures. Mopping floors and disposing of waste according to the Food Services Operating Procedures, OSHA, the State, and LA County Health Department procedures. Assisting in taking inventory, Assisting in preparing sales, production and other reports. REQ SKILLS: Work Rapidly and efficiently in performing job duties. Work cohesively with peers, supervisors, school personnel, and students. Work in large groups and crowds. Apply and maintain standards of cleanliness, sanitation, and personal hygiene. Count money make change accurately.

2834	SOCIAL WORKER INTERNSHIP	ARTESIA	TBD
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HRS/DAYS: 2-4 hrs/ daily JOB DUTIES: Work with our patients that are either indigent and or uninsured to match their healthcare needs to programs available. REQ SKILLS: Work with understanding of available health care programs in Los Angeles County.

Job ID **Position**
2852 **PROGRAM INSTRUCTOR**

City
LOS ANGELES

Wage
\$35,000-\$40,000

HRS/DAYS: TBA JOB DUTIES: Ensure computer labs and training provide high quality instruction and service consistent with program goals and objectives. Offer weekly facilitated computer training in English and Spanish providing a minimum of 15 hours per week per site to reach required number of individuals to create/ retain a minimum of 50 jobs. Offer staffed, open computer lab access to public and provide technical assistance to reach required number of individuals through lab assess. Conduct participant individual assessments and follow-up sessions. Assist Program Coordinator with outreach activities to promote local participation in Latino Tech-Net program to generate interest in communities where computer labs are located. Build relationships with local businesses, work/business and one-source centers, chamber of commerce and community agencies in effort to promote participation in the Latino Tech-Net program. Tailor the basic digital literacy and microenterprise training curriculum to products and services that are designed to add value to the participants life such as helping them find work, develop work-based digital literacy, basic employment skills or start a small business. Identify opportunities to increase public awareness by emphasizing the advantages of technology skill attainment and broadband access. Report required program outcomes on a monthly basis as required by scope of work. Maintain a log of computer open lab and training hours. Maintain a log of maintenance/software issues and perform other duties as assigned. REQ SKILLS: Bachelors Degree in business administration, computer science, or other related fields. Proficient with Microsoft Word 2007=2011 products, database-related software applications, Social Media platforms, web-based applications and other office equipment. Familiarity with coordination of government grants and contracts. Familiarity with small business development and job training principles and practices. Excellent verbal and communication skills in English and Spanish. Ability to effectively present information. Ability to prioritize, work well under pressure and effectively manage time. Ability to develop, maintain and promote strong internal and external relationships. Ability to work in a collaborative environment. Ability to respond effectively to inquiries and/ or complaints. Must have a valid CA drivers license and liability insurance, and an automobile in good working condition (reliable transportation) fingerprinting clearance and TB Clearance.

Job ID	Position	City	Wage
2820	OFFICE/ WAREHOUSE STAFF	LOS ANGELES	\$10/hr

HRS/DAYS: Mon.-Fri. 9:00 a.m. to 6:00 p.m. JOB DUTIES: Customer Service, communicate with customers by phone and/or email, sales & marketing by phone/email. Inventory, stock, packaging, basic maintenance, delivery. REQ SKILLS: Must be legal to work in the U.S. (U.S. citizens or Permanent Residents), Must have high school diploma. Must have excellent verbal and written communication skills in English, Bilinguals preferred.

2853	LEGAL ADVOCATE	LOS ANGELES	DOE
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HRS/DAYS: Full time JOB DUTIES: Screen and schedule intake meetings for attorneys at LACLJ's office and partner agencies. Maintain administrative records for grant reporting purposes. Conduct initial client interviews under supervision of an attorney. Provide safety planning for domestic abuse and sexual assault survivors. Provide or assume referrals to appropriate community services. Track client files and case-related data. Refer appropriate cases to volunteer attorneys. Coordinate the delivery of services with volunteers and clients, including Spanish translation and document preparation as needed. Perform other related duties as assigned. REQ SKILLS: Fluency in written and spoken Spanish required. Bachelor's degree or equivalent experience in social services or legal field. Demonstrated commitment to public interest work. Previous experience working with survivors of domestic abuse and/or sexual assault preferred. Ability to work successfully with people from diverse backgrounds. Detail-oriented, self-motivated and excellent time management and organizational skills. Strong computer skills, including Word, Excel, and Internet. Employment is subject to successful completion of criminal background check.

Job ID	Position	City	Wage
2811	LEGAL ASSISTANT/ PARALEGAL	LOS ANGELES	DOE
<p>HRS/DAYS: 10-20 hr/wk JOB DUTIES: Learning our office procedures, understanding immigration case management software, handling clerical duties, assembling immigration application packages, and bookkeeping. Will eventually take on responsibility for completing immigration applications and writing cover letters to clients and the government. REQ SKILLS: 1 year of office experience, excellent written and verbal communication skills, proficient in MS Office, high accuracy with details and a positive attitude, minimum 3.0 GPA, prefer 1 year experience as an immigration legal assistant or paralegal, and prefer fluency in foreign language.</p>			

2812	LEGAL ASSISTANT/ PARALEGAL	LOS ANGELES	DOE
<p>HRS/DAYS: 9:00am - 5:30pm JOB DUTIES: Learning our office procedures, understanding immigration case management software, handling clerical duties, assembling immigration application packages, and bookkeeping. Will eventually take on responsibility for completing immigration applications and writing cover letters to clients and the government. REQ SKILLS: 1 year of office experience, excellent written and verbal communication skills, proficient in MS Office, high accuracy with details and a positive attitude, minimum 3.0 GPA, prefer 1 year experience as an immigration legal assistant or paralegal, and prefer fluency in foreign language.</p>			

2797	OPTOMETRIST ASSISTANT	ALHAMBRA	\$9/hr
<p>HRS/DAYS: Mon- Sun. JOB DUTIES: Pre-test, data entry, assisting doctor, answering phone REQ SKILLS:</p>			

Job ID	Position	City	Wage
2786	REGISTRATION REPRESENTATIVE	LOS ANGELES	\$13/hr
<p>HRS/DAYS: Between 8am-8pm JOB DUTIES: Outgoing and friendly personality organized, and Commission-motivated Bilingual-fluent in both Spanish & English. Reliable transportation with valid insurance. Typing/data entry Must be able to work weekends (the most successful time for you to earn commission) Cell phone with camera and MMS (picture message) capabilities. REQ SKILLS: The role of the Registration Representative is to promote awareness and educate parents about our exciting Free laptop tutoring program! You will be stationed near eligible schools to talk with parents and also give door-to-door presentations within your assigned county or surrounding area. Please send your resume or a letter of interest to humanresources@academicadvantage.com</p>			
2787	HUMAN RESOURCE	LOS ANGELES	\$11/hr
<p>HRS/DAYS: TBA JOB DUTIES: You will be contacting parents who have already expressed interest in our program, explaining the details of the program, encouraging them to enroll their children, and helping them with the application process. This position will be in a fun, and fast-paced, high-volume call center environment. REQ SKILLS: Bi-lingual fluency in English and Spanish is required no exceptions. Prior call center, phone sales, or customer experience preferred. You must be able to communicate clearly and accurately with a personal touch.</p>			
2773	TECH SUPPORT/CUSTOMER SERVICE	MONTEREY PARK	DOE
<p>HRS/DAYS M-F 9AM- 5:30 PM: JOB DUTIES: Answer customer service phone calls and provide tech support for online customers. Includes clerical and office assistant type duties. REQ SKILLS: No experience necessary, we will train. Speak Mandarin and/or Cantonese .Strong self management and organizational skills. Be responsible and a team player. Knowledge of Windows XP</p>			
2763	PRESCHOOL TEACHER	ALHAMBRA	D.O.E
<p>HRS/DAYS: 10am-6pm JOB DUTIES: REQ SKILLS: 12 ECE units prefer at least 1 year experience working with Reggio Approach, Current First aid and CPR and fingerprinting clearance</p>			

Job ID	Position	City	Wage
2774	CUSTOMER SERVICE/ SALES ASSISTANCE	TEMPLE CITY	\$10/hr
	HRS/DAYS: M-F 10am-6pm JOB DUTIES: Assist the sales team with processing of customer requests. Able to speak Spanish. REQ SKILLS: Excellent phone etiquette, good attitude, organized and motivated. Quick learner, good basic math and computers.		
2784	ADMINISTRATIVE ASSISTANT	ALHAMBRA	\$24,000/yr
	HRS/DAYS: TBA JOB DUTIES: Answering phones, filing, updating Facebook and twitter, manage listings on eBay, and general clerical duties. REQ SKILLS: Administrative experience, customer service experience, Facebook and Twitter posting experience, experience with eBay.com, great communication skills, Bachelors Degree, detail oriented. Speaks/read Mandarin, bookkeeping experience using QuickBooks		
2835	AFTERSCHOOL PROGRAM LEADER	MONTEREY PARK	\$9/hr
	HRS/DAYS: Mon, Tues, Wed, Fri 2pm-6pm, Thurs 12:30pm-6pm JOB DUTIES: Work with a group of up to 20 students (grades K-8), developed daily activity plans, provide homework assistance and tutoring to students, lead engaging academic, enrichment, and recreational activities, implement discipline techniques and classroom management, ensure all youth are properly supervised REQ SKILLS: High School Diploma and a minimum of 48 college Units, Official College Transcripts, TB clearance, Background and Fingerprint Clearance, First Aid & CPR certification, Must have some experience in working with school age children in an organized setting		
2780	COMPANY DELIVERY PERSON	LONG BEACH	\$10/hour+ Tips
	HRS/DAYS: 20-30 Hours/Week JOB DUTIES: Make deliveries to our clients (businesses). Collect materials i.e., food, clothes, merchandise items from pick-up zones in a safe and timely manner REQ SKILLS: You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning. Age restrictions: Our delivery drivers need to be at least 18 years old. A clean driving record: If you're on a first name basis with people at traffic court, this probably isn't the right job for you. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle.		

Job ID	Position	City	Wage
2807	TELLER	EL MONTE	\$9 - \$10/hr

HRS/DAYS: TBD (Alhambra/San Gabriel area) JOB DUTIES: Process deposit withdrawal transactions; cross-sell bank products; conducts daily call-backs; provides courteous and efficient customer services. REQ SKILLS: Cash handling experience a plus; customer service; bilingual in English and Chinese.

2788	CLERICAL/CUSTOMER SERVICE REPRESENTATIVE	GLENDALE	DOE
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HRS/DAYS: Variable/Flexible JOB DUTIES: Answer phones, schedule meeting, general clerical and administrative duties, must be computer savvy. Must also be open to train, must dress professional NO street attire must be willing to work well with others and be positive person. REQ SKILLS: Customer service is a must, Arrive on time, dress Professional.

Job ID	Position	City	Wage
2824	SEASONAL WORKER II	ALHAMBRA	\$9.15 - \$11.11/hr

HRS/DAYS: Applications being accepted from April 11, 2012 to May 9, 2012 at 4:30 p.m. JOB DUTIES: Depending on assignment, duties may include, but are not limited to the following: performing routine cleaning and semiskilled maintenance in parks, buildings, streets, and water facilities; cleaning and maintaining tools and equipment; assisting in one or more of a variety of semi-skilled labor jobs in the construction, maintenance, and repair of city grounds, streets, and facilities; applying knowledge of techniques and skill in the use of tools and equipment; and performing related duties as assigned. REQ SKILLS: EXPERIENCE/EDUCATION: Some experience performing duties comparable to those of a Seasonal Worker I, and education and training which ensures the ability to read and write English at a level necessary for adequate job performance. KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: Working knowledge of basic methods, tools, materials, and equipment used in the construction, maintenance, and repair of parks, streets, and facilities. Ability to: Perform heavy manual labor; understand and carry out oral and written instructions, establish and maintain effective working relationships with co-workers; operate a variety of equipment and tools; perform the full range of semi skilled maintenance; perform construction, maintenance, and repair work in an independent manner; perform cleaning and routine maintenance of equipment used on assignments. A valid California Class C Driver's License is required and must be maintained through out employment.

2821	LABORATORY STUDENT ASSISTANT	ALHAMBRA	DOE
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HRS/DAYS: 20 hrs/wk JOB DUTIES: The candidate may perform any of the following tasks: general laboratory duties, data entry to various computer programs, preparation of samples for chemical analysis, use of Excel and Word, and miscellaneous clerical duties. The candidate must have good organizational skills and the ability to complete assigned tasks without supervision REQ SKILLS: Knowledge of chemistry, Excel and Word required. Additional computer skills (e.g., Access) are desirable, but not required.

Job ID **Position**
2840 **LIFEGUARD**

City
ARCADIA

Wage
\$8.91 - \$10.83/hr

HRS/DAYS: This position will work the summer months only. Assigned hours vary. The pool is open seven days a week from June 16, 2012 to August 26, 2012. JOB DUTIES: Under general supervision, monitors the use of the swimming pool, observes swimmers and pool area from assigned station and responds to unsafe conditions or potential hazards. Enforces policies, rules and regulations of the pool area; performs rescues in the pool area; administers CPR and first aid as needed; monitors activities in swimming areas to prevent accidents; participates in the routine maintenance of swimming pool, aquatics equipment and other assigned areas; and performs related duties and responsibilities as assigned. REQ SKILLS: Experience: One year of experience as a pool or beach lifeguard. Certifications: Current American Red Cross Standard First Aid Certificate, American Red Cross CPR Certificate and American Red Cross Lifeguard Training Certificate and possession of, or ability to obtain, an American Red Cross CPR for the Professional Rescuer certificate. Special Requirements: Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, cleaning solvents, disinfectants, mechanical hazards and electrical hazards. THE PERFORMANCE EXAMINATION (IN THE WATER) AND ORAL INTERVIEW ARE MANDATORY AND HELD ON THE SAME DAY. THE PERFORMANCE EXAMINATION AND ORAL INTERVIEW WILL BE CONDUCTED AT THE ARCADIA HIGH SCHOOL SWIMMING POOL ONE AFTERNOON PRIOR TO THE DATE OF HIRE. CANDIDATES ARE REQUIRED TO PROVIDE THEIR OWN SWIMSUIT AND TOWEL.

Job ID **Position**
2841 **SWIM INSTRUCTOR**

City
ARCADIA

Wage
\$9.82 - \$11.94/hr

HRS/DAYS: This position will work the summer months only. Assigned hours vary. The pool is open seven days a week from June 16, 2012 to August 26, 2012. JOB DUTIES: Under general supervision, organizes and teaches all levels of aquatic instructional programs to different age groups and individuals with varying abilities. Participates in the routine maintenance of swimming pool, aquatics equipment and other assigned areas. Enforces policies, rules and regulations of the pool area. Maintains accurate records and prepare reports. Performs rescues in the pool area, administers CPR and first aid as needed and performs related duties and responsibilities as assigned REQ SKILLS: Experience: One year of paid experience as a swim instructor is desired. Certifications: Current American Red Cross Standard First Aid Certificate, American Red Cross Water Safety Instructor Certificate and American Red Cross CPR Certificate, and possession of, or ability to obtain, an American Red Cross CPR for the Professional Rescuer Certificate. Possession of current American Red Cross Lifeguard Training Certificate is desired. Special Requirements: Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, cleaning solvents, disinfectants, mechanical hazards and electrical hazards. THE PERFORMANCE EXAMINATION (IN THE WATER) AND ORAL INTERVIEW ARE MANDATORY AND HELD ON THE SAME DAY. THE PERFORMANCE EXAMINATION AND ORAL INTERVIEW WILL BE CONDUCTED AT THE ARCADIA HIGH SCHOOL SWIMMING POOL ONE AFTERNOON PRIOR TO THE DATE OF HIRE. CANDIDATES ARE REQUIRED TO PROVIDE THEIR OWN SWIMSUIT AND TOWEL.

Job ID	Position	City	Wage
2842	LIFEGUARD/SWIM INSTRUCTOR	ARCADIA	\$10.83 - \$13.16/hr

HRS/DAYS: This position will work the summer months only. Assigned hours vary. The pool is open seven days a week, from June 16, 2012 to August 26, 2012. JOB DUTIES: Under general supervision, monitors the use of the swimming pool, observe swimmers and pool area from assigned station, responds to unsafe conditions or potential hazards and organizes and teaches all levels of aquatic instructional programs to different age groups and individuals with varying abilities. Enforces policies, rules and regulations of the pool area. Performs rescues in the pool area. Administers CPR and first aid as needed. Participates in the routine maintenance of swimming pool, aquatics equipment and other assigned areas. Maintains accurate records, prepares reports and performs other related duties and responsibilities as assigned. REQ SKILLS: Experience: One year of experience as a pool or beach lifeguard and one year of paid experience in the field of swim instruction is desired, or two (2) seasons as a swim instructor or lifeguard for the City of Arcadia. Certifications: Current American Red Cross Standard First Aid Certificate, American Red Cross CPR Certificate, American Red Cross Lifeguard Training Certificate and American Red Cross Water Safety Instructor certificate, and possession of, or ability to obtain, an American Red Cross CPR for the Professional Rescuer certificate. Special Requirements: Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, push, pull, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, cleaning solvents, disinfectants, mechanical hazards, and electrical hazards.

Job ID **Position**
2815 **PROGRAM COORDINATOR**

City
REDONDO BEACH

Wage
\$25 - \$35 DOE

HRS/DAYS: Approximately 15-20 hours per week. Not to exceed 999 hours per fiscal year
JOB DUTIES: Maintain, repair and coordinate service activity on an Avaya (Nortel) CS1000e and Call Pilot system; establish and maintain records and reports of telephone equipment and inventory; maintain and analyze records of repair activity to determine remedial and preventive maintenance needs; set up and test telephone and data communications equipment; perform other duties as required
REQ SKILLS: Knowledge of: Materials, equipment, regulations, principles, procedures and/or practices necessary to perform the required duties including, but not limited to: programming and maintenance of Avaya (Nortel) CS1000e telephone equipment, Avaya (Nortel) Call Pilot voice mail system, and related peripheral equipment; standard diagnostic and general troubleshooting abilities; communication and networking principals; configuration and maintenance of dedicated lines, T1, Fiber Optic, etc.; proper installation of cabling for data and voice communications; effective customer service skills; operate a motor vehicle in the State of California. Meet medical and physical standards for the class. Education and Experience: High school diploma or GED. 5 years of experience in programming and maintaining Avaya (Nortel) CS1000e phone system and Call Pilot voice mail system.

Job ID **Position**
2781 **POLICE OFFICER- RECRUIT**

City
SOUTH GATE

Wage
TBD

HRS/DAYS: TBD JOB DUTIES: Under general supervision, to attend the prescribed Basic Police Academy; to maintain acceptable grade levels and to achieve graduation; to participate in any and all field exercises as directed and to do all related work as required. REQ SKILLS: Any combination equivalent to graduation from high school. Must possess a California Class C drivers license and proof of insurance. Must be a U.S. citizen or have applied for citizenship. Must be 21 years of age at the time of appointment. English/Spanish speaking skills highly desired. Physical Standards: Height and weight must be in proper proportion according to current medical standards. Normal color vision. Visual acuity of 20/70 in each eye correctable to 20/30 Ability to pass physical endurance and agility examination. KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: the organization, operation, rules and regulations of the Police Department; principles and techniques of police administration including traffic control, crime prevention, crowd disturbances and delinquency; rules of evidence; laws, ordinances and regulations affecting the work of the Department including custody of prisoners, arrest and court procedures; criminal investigation and case preparation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, record keeping and care and custody of persons and property; community policing policies and philosophy; community relations; governmental structure/organization of the City of South Gate and interrelations of the Police Department; principles and practices of personnel management, supervision and leadership. Ability to: read and understand departmental policies, rules, instructions, laws, regulations and police literature; ability to analyze situations and adopt a quick, calm, effective and reasonable course of action in situations involving emotional or physical pressures; ability to write clear and accurate reports; remember names, faces and details or incidents; ability to establish and maintain effective relationships with others; ability to interact tactfully, effectively and sensitively with City Officials, Officials of other organization, members of other agencies, community organizations, community leaders, the media and especially the public; ability to understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; and the ability to evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems. Skill in the operation of a variety of office equipment, including computer; ability to type 25 words per minute net

Job ID **Position**
2782 **POLICE OFFICER**

City
SOUTH GATE

Wage
TBA

HRS/DAYS: TBA JOB DUTIES: Under general supervision, police officers enforce laws and ordinances, prevent crime, protect life and property, maintain order and perform related work as required. Police officers may be required to work varied shifts, weekends, and holidays. Police officers must be able to testify as a creditable witness REQ SKILLS: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for a Police Officer. Any combination equivalent to graduation from high school. Applicants must be graduates of a P.O.S.T. Basic P{Police Academy . Must possess a California Class C drivers license and proof of insurance. Must be a citizen of the United States or have applied for citizenship. English/Spanish speaking skills highly desired. Physical Standards: Height and weight must be in proper proportion according to current medical standards. Normal color vision. Visual acuity of 20/70 in each eye correctable to 20/30 Ability to pass physical KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: the organization, operation, rules and regulations of the Police Department; principles and techniques of police administration including traffic control, crime prevention, crowd disturbances and delinquency; rules of evidence; laws, ordinances and regulations affecting the work of the Department including custody of prisoners, arrest and court procedures; criminal investigation and case preparation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, record keeping and care and custody of persons and property; community policing policies and philosophy; community relations; governmental structure/organization of the City of South Gate and interrelations of the Police Department; principles and practices of personnel management, supervision and leadership. Ability to: read and understand departmental policies, rules, instructions, laws, regulations and police literature; ability to analyze situations and adopt a quick, calm, effective and reasonable course of action in situations involving emotional or physical pressures; ability to write clear and accurate reports; remember names, faces and details or incidents; ability to establish and maintain effective relationships with others; ability to interact tactfully, effectively and sensitively with City Officials, Officials of other organization, members of other agencies, community organizations, community leaders, the media and especially the public; ability to understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; and the ability to evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems. Skill in the operation of a variety of office equipment, including computer; ability to type 25 words per minute net

Job ID **Position**
2783 **POLICE OFFICER LATERAL**

City
SOUTH GATE

Wage
TBA

HRS/DAYS: TBA JOB DUTIES: Under general supervision, police officers enforce laws and ordinances, prevent crime, protect life and property, maintain order and perform related work as required. Police officers may be required to work varied shifts, weekends, and holidays. Police officers must be able to testify as a creditable witness REQ SKILLS: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for a Police Officer. Any combination equivalent to graduation from high school. Applicants must be graduates of a P.O.S.T. Basic P{Police Academy . Must possess a California Class C drivers license and proof of insurance. Must be a citizen of the United States or have applied for citizenship. English/Spanish speaking skills highly desired. Physical Standards: Height and weight must be in proper proportion according to current medical standards. Normal color vision. Visual acuity of 20/70 in each eye correctable to 20/30 Ability to pass physical KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of: the organization, operation, rules and regulations of the Police Department; principles and techniques of police administration including traffic control, crime prevention, crowd disturbances and delinquency; rules of evidence; laws, ordinances and regulations affecting the work of the Department including custody of prisoners, arrest and court procedures; criminal investigation and case preparation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, record keeping and care and custody of persons and property; community policing policies and philosophy; community relations; governmental structure/organization of the City of South Gate and interrelations of the Police Department; principles and practices of personnel management, supervision and leadership. Ability to: read and understand departmental policies, rules, instructions, laws, regulations and police literature; ability to analyze situations and adopt a quick, calm, effective and reasonable course of action in situations involving emotional or physical pressures; ability to write clear and accurate reports; remember names, faces and details or incidents; ability to establish and maintain effective relationships with others; ability to interact tactfully, effectively and sensitively with City Officials, Officials of other organization, members of other agencies, community organizations, community leaders, the media and especially the public; ability to understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; and the ability to evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems. Skill in the operation of a variety of office equipment, including computer; ability to type 25 words per minute net

Job ID	Position	City	Wage
2695	<i>PT - PHP DEVELOPER</i>	<i>BURBANK</i>	<i>TBA</i>

HRS/DAYS: TBA Closing Date: 5/31/2012 JOB DUTIES: We are currently seeking a part-time PHP Developer, working at the Clear Channel Burbank office 20 hours per week. One must have 3+ years of experience with Advanced PHP, MySQL developing web-based applications. REQ SKILLS: Experience: 3+ years expertise working with Advanced PHP, MySQL developing web-based applications. Self-managing; ability to define tasks, effectively manage workstreams/workloads & deliver in a timely manner. A passion for current online trends and to explore new possibilities and push the boundaries of what is possible. Requirements: Conceptualize, develop and program server-side functionality for pages and applications. Work closely with project managers & designers to create project wire frames, design and functionality requirements while adhering to web standards, best practices and companywide formatting. Multiple browser QA testing on final code

2694	<i>CLUSTER ACCOUNT EXECUTIVE</i>	<i>BURBANK</i>	<i>TBA</i>
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HRS/DAYS: TBA Closing Date:5/31/2012 JOB DUTIES: This sales professional will represent the eight station CCLA cluster at select major Los Angeles advertising agencies. 75% of LA and Orange counties listen to Clear Channel radio stations each week, so we are looking for only the very best individuals to work with our largest agency partners to maximize results for both parties. REQ SKILLS: Minimum 2 years major market radio sales experience selling to agency clients. Proven success in increasing share-of-business from agencies. Bachelor's degree required. Outstanding marketing/presentation oral & written communication skills, strong organization and interpersonal skills

Job ID	Position	City	Wage
2803	ACCOUNT EXECUTIVE	BURBANK	TBA
<p>HRS/DAYS: TBA JOB DUTIES: Duties and Responsibilities: Develop new leads by cold calling and obtaining face-to-face appointments. Strong focus on digital sales including social networking. Negotiate business based on industry ratings in order to maximize station revenue and share within parameters set by station management. Attain new business accounts and sponsorships. Generate revenue and meet sales targets. Establish, maintain and grow relationships with client base. Provide weekly reports to Sales Manager regarding prospective sales orders, daily call sheets, itineraries, new prospect lists, forecasts and competitive analysis. Solicit funding for broadcast and non-broadcast projects, special events, web streaming and other off-air projects. Develop presentations to corporations and agencies designed to sell marketing solutions REQ SKILLS: Experience: Previous media and/or integrated sales experience a plus. Superior written and verbal communication skills. Professional appearance and strong interpersonal skills. Ability to design, deliver and execute marketing strategies and presentations. Prior demonstrated prospecting experience through cold calling, networking and meeting functions. Proven track record of reaching sales targets and revenue goals Requirements: Bachelors Degree</p>			

2758	APPLE SCRIPT/ FILE MAKER PROGRAMMER	RANCHO DOMINGUEZ	T.B.D
<p>HRS/DAYS: Monday - Friday 8 Hrs/day JOB DUTIES: Oversee the database of images and associated meta data, as well as the preparation and deliveries. May also be required to conduct online market research in a range of product areas and maintain and optimization of production process and the creation of reporting tools through the use and utilization of Apple script. REQ SKILLS: Apple script, File maker Pro, QuickTime, Photoshop for a complete job description please visit www.evovx.com</p>			

2795	COMMUNICATIONS TEAM OUTREACH- COMMUNITY	LOS ANGELES	\$25/per hr
<p>HRS/DAYS:10hrs per week JOB DUTIES: Discuss client's projects and initiatives, specifically its place-based effort, distribute collateral mater. REQ SKILLS: At least one year experience as a health promoter or community outreach work.</p>			

Job ID	Position	City	Wage
2838	ASST HEAD CASHIER	DOWNEY	competitive
<p>HRS/DAYS: TBD JOB DUTIES: Operation of the store point of sale computer system handling customer transactions in a courteous manner; following all company policies and procedures pertaining to each type of transaction. REQ SKILLS: Retail or customer service experience preferred, knowledge of hand, air, or power tools helpful. Strong communication and customer service skills required.</p>			
2837	HEAD CASHIER	DOWNEY	competitive
<p>HRS/DAYS: TBD JOB DUTIES: Operation of the store point of sale computer system handling customer transactions in a courteous manner; following all company policies and procedures pertaining to each type of transaction. REQ SKILLS: Retail or customer service experience preferred, knowledge of hand, air, or power tools helpful. Strong communication and customer service skills required.</p>			
2836	RETAIL WAREHOUSE SUPERVISOR	DOWNEY	competitive
<p>HRS/DAYS: TBD JOB DUTIES: Operation of the store point of sale computer system handling customer transactions in a courteous manner; following all company policies and procedures pertaining to each type of transaction. REQ SKILLS: Retail or customer service experience preferred, knowledge of hand, air, or power tools helpful. Strong communication and customer service skills required.</p>			
2845	EXECUTIVE ADMINISTRATIVE ASSISTANT	LOS ANGELES	\$11-\$14hr
<p>HRS/DAYS: Mon-Fri/ 9am-6pm JOB DUTIES: Must speak fluent English and basic Korean, maintains executive's appointment schedule, welcomes guests and customers of the CEO, conserves executives time by reading/ rating correspondence, prepares reports, drafts and letters. Coordinates mail/billing, filing confidential info. REQ SKILLS: Professional telephone skills, relevant job related experience, attention to detail, excellent verbal and written communication skills, efficient, organized, thrives in fast paced environment, computer skills/Microsoft office. Must have experience with Excel, Peachtree preferred, cheerful, positive, and proactive personality.</p>			

Job ID	Position	City	Wage
2846	<i>PERSONAL ASSISTANT TO EXECUTIVE</i>	<i>LOS ANGELES</i>	<i>\$11-\$14hr</i>
<p>HRS/DAYS: Mon-Fri TBA JOB DUTIES: Reading, researching and rating correspondence, drafting letters/documents, preparing reports by collecting and analyzing information, coordinating mail and bills, light filing, general errands and personal assistance. REQ SKILLS: Must speak fluent Korean (read & write) and moderate English, must have valid Driver's License, professional telephone skills, relevant job related experience, attention to detail, efficient and organized, computer skills. Must have experience w/ Microsoft suite, Excel and preferably Peachtree</p>			
2831	<i>ACCOUNTING & HUMAN RESOURCES ASSOCIATE</i>	<i>LOS ANGELES</i>	<i>35K-45K yearly</i>
<p>HRS/DAYS: M-F 9am-6pm JOB DUTIES: Accounts Receivables', Bill Analysis, H.R. Administrator REQ SKILLS: Bachelor's Degree in Finance or Accounting, 2 years working in accounting, 1 year telecommunication experience, knowledge of Microsoft Suite; intermediate Excel skills, knowledge of Peachtree software</p>			
2771	<i>ADAPTIVE SKILLS INSTRUCTOR/ SUPPORTIVE LIVING</i>	<i>WHITTIER</i>	<i>\$8.50 - \$11/hr</i>
<p>HRS/DAYS: All shifts available JOB DUTIES: Working one to one with clients with special needs, teaching adaptive skills in order to become independent. REQ SKILLS: Pass background check, TB test, California Drivers License, provide current driving record, current car registration & insurance, high school diploma</p>			

Job ID	Position	City	Wage
2796	LIBRARY AIDE	LOS ANGELES	\$9.49/ hr

HRS/DAYS: TBA JOB DUTIES: Check-in and out of resources; set up new borrower accounts, answer phones, assign public computers, track statistics, organize current legal periodicals, files closed accounts, maintain one and three day holds, receive payments/ handle money, organize books to be re-shelved and maintain circulation desk area. REQ SKILLS: High School Diploma or GED, experience in customer service, ability to think and work independently and be a self starter. Must keep all patron account information confidential. Complete tasks despite continuous interruptions, and organize workload according to established priorities to ensure timely completion of jobs. Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate. Previous library experience preferred, but not required.

2844	LEGAL ASSISTANT	ALHAMBRA	TBA
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HRS/DAYS: Mon-Fri 8:30am-5pm JOB DUTIES: Learning our office procedures, understanding immigration manage software, assembling immigration applications, will eventually take full responsibilities for completing immigration package. REQ SKILLS: Excellent writing and verbal communication skills in both Mandarin and English, proficient in MS Office Word, detail oriented, high accuracy to details.

2808	OFFICE ASSISTANT	VERNON	\$9-\$12 DOE
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HRS/DAYS: Mon-Sat JOB DUTIES: Copy, file, scanning, phones REQ SKILLS: Need to be computer savvy, bilingual English-Spanish, Must know Excel and word, 40 wpm

Job ID	Position	City	Wage
2680	BILLING CLERK	VERNON	\$12/hr
<p>HRS/DAYS: 12 midnight - 9am (will train day shift for the first 2-3 weeks) JOB DUTIES: Process daily multiple items billing and issue credit memos. Will keep constant communication with customers regarding deliveries and solve any problems as they arise. Will coordinate freight deliveries with freight companies. REQ SKILLS: Must have at least 3-5 years billing experience. Food manufacturing preferred, excellent computer skills, word, excel, outlook, must be able to perform data entry to meet goals and deadlines, knowledge of multiple items billing per invoice, strong analytical, mathematical, and problem solving skills, excellent interpersonal skills, must have good organizational skills, must be detail-oriented and able to detect errors when completing data entry. Ability to meet deadlines, must be highly motivated, a self-starter and able to work effectively under minimal supervision. Bi-Lingual Spanish a plus.</p>			
2728	BI-LINGUAL SALES ASSOCIATES	VERNON	TBD
<p>HRS/DAYS: TBA JOB DUTIES: Account Managers will be responsible for developing a customer base for the retail frozen food division, consisting of all seafood related products. Have knowledge of multiple customer channels in the retail industry, grocery stores, supermarkets, and restaurants. REQ SKILLS: Bilingual (Mandarin, Cantonese, Japanese, Vietnamese, Korean, Taiwanese, Spanish) Enthusiastic, energetic, outgoing, and persistent personality, with a "Can Do" attitude. A minimum of 2 years experience preferred. Demonstrated ability to close new business and ability to excel in fast paced, high energy environment. Must have strong negotiating skills; be able to excel in fast-paced, high energy environment. Must have strong negotiating skills; be able to work independently or in a team. Ability to maintain and expand customer base; food stores and restaurants. Previous grocery and or retail sales experience preferred. Demonstrated use of excellent interpersonal skills. Excellent written and verbal communication skills and must have good computer skills</p>			
2854	AFTERSCHOOL TUTOR	LOS ANGELES	\$12/hr
<p>HRS/DAYS: Mon-Thurs/25hrs JOB DUTIES: The SHOUT after school program from the Salesian Boys & Girls Club is now hiring tutors and mentors! We are seeking enthusiastic college students to tutor and mentor high school students REQ SKILLS: Math and Science tutors preferred but not required. Must have at least 60 units of colleges credit completed. Have experience working with youth. Good Computer and Verbal skills. Drivers preferred. Fluent in Spanish (a plus)</p>			

Job ID	Position	City	Wage
2791	SWIMMING COACH ASSISTANT	MONTEREY PARK	\$8/hr
<p>HRS/DAYS: Part time afternoon/evening Monday, Tuesday, Thursday, 3:00pm-8:00pm Friday 3:00pm-9:00pm and Sat 9:00am-6:00pm JOB DUTIES: Enthusiastic Individual to teach children ages 3-14 beginning swimming in indoor heated pool, private one hour group lessons. Need to know basic swim strokes, and be able to quickly learn technique from head coach. Must have winning personality with children and parents. REQ SKILLS: This is a year-round work opportunity.</p>			
2810	PRE- SCHOOL TEACHER	LOS ANGELES	DOE
<p>HRS/DAYS: TBA JOB DUTIES: Creative and enthusiastic pre- school teacher REQ SKILLS: Minimum requirements of 15 units in child development and currently enrolled in a child development program. Fluent in both Spanish and English</p>			
2761	STAFF ACCOUNTANT	ROSEMEAD	DOE
<p>HRS/DAYS: Monday-Friday 9 am -5:30 pm JOB DUTIES: Assist in preparing payroll. Post Financial data to appropriate accounts in an accounting system. Reconcile Bank Accounts. Prepare Income tax Returns. REQ SKILLS: Knowledge of Accounting. Knowledge in Microsoft Office. Bilingual in Chinese and English Preferred</p>			
2819	STUDENT ASSISTANT	SACRAMENTO	\$8.41-\$11.20/ hr
<p>HRS/DAYS: 30 hrs during school, 40 during break JOB DUTIES: Answering phones, photocopying, tracking and ordering supplies, filing send creating new files, faxing, scanning and emailing documents, entering projects into database, corresponding via phone and email with clients as requested. REQ SKILLS: Knowledge of word, excel, and Microsoft ability to learn and apply new computer programs. Service oriented, good work habits with a focus on job duties, good communication skills, works cooperatively with others, assists plan review staff in addition to fulfilling assigned duties.</p>			

Job ID	Position	City	Wage
2848	CASE MANAGER	LOS ANGELES	\$17-\$18hr

HRS/DAYS: 16hrs per week JOB DUTIES: Summary: The Case Manager will work with individual families to conduct in depth case management "needs assessments" that identifies the needs for each family member and to also remove barriers or barriers for the family's employment, health and overall well-being. The Case Manager will identify resources and services to address those needs. The Case Manager will identify resources and services to address those needs. The Case Manager supports the family's access to services by developing a personalized case plan by working with all the Family Source Center. Responsibilities may include but are not limited to: Essential Functions are to oversee implementation of services for each family, assess family needs, Complete case plans and other documentation using project protocol. Provide and maintain appropriate data and files of the children and families. Participate in staff meetings, monthly trainings and other department programs as requested. Assist in program evaluation, handle crisis and/or emergency situations as needed, provide transportation vouchers and maintain report. Participate in all appropriate sessions and meetings, assist in development and coordination of special assignments and programs, complete all other duties as assigned. Must be able to work some evenings and Saturday's REQ SKILLS: Bachelor degree in social work or related field strongly preferred, plus in a non-profit organization environment. Excellent communications and organizational skills; strong written and interpersonal skills. Proven ability to work well both independently and as part of a team. Experience working with individuals with diverse ethnic backgrounds, demonstrated ability to work effectively as a member of a team. Proficient in Microsoft Office (Word, Excel, Access, Power Point) Leadership experience working with community social services and health organizations

2839	CLERK	DOWNEY	competitive
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