



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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

JOB OPPORTUNITY BULLETIN EXECUTIVE ASSISTANT II – LEGAL DIVISION

The Mountains Recreation and Conservation Authority (MRCA) is recruiting an Executive Assistant II for the Legal Division. The role requires a responsible, organized, articulate, detail-oriented individual who can learn and is able to perform an array of tasks, has good judgment in decision-making, and can work independently or as part of a team.

An individual with personal interest in parks, open space preservation and/or recreational planning issues will thrive in this position. Work that the individual is required to perform will be administrative or desk-work activities such as writing, filing, distribution of information, and general support to the Chief Staff Counsel and other legal staff.

PRIMARY RESPONSIBILITIES

- Assist the Chief Staff Counsel with administrative tasks.
- Coordinate and provide administrative support to legal staff.
- Maintain files, including documentation of acquisition projects, contacts, and correspondence.
- Assist in the development of spreadsheets and databases.
- Design and develop new filing practices for property and legal files, including electronic and paper files.
- Type, proofread, and prepare a variety of documents, including general correspondence, agendas, staff reports, resolutions and memoranda.
- Assist with preparation of invoices.
- Maintain and organize the legal book library for legal staff.
- Perform routine clerical tasks such as mailing, copying, faxing, filing and scanning.
- Perform related duties as required.

QUALIFICATIONS

- Requires High School diploma and two years of executive assistant experience, or equivalent. Bachelor's degree and relevant experience in real estate, public agency, and general law strongly preferred.
- Strong oral and written communication skills.
- Self-motivated team member able to work with minimal direction.
- Knowledge of Adobe products (Acrobat and Distiller), MS Outlook, including word-processing and spreadsheets.
- Ability to prioritize varying tasks and complete projects.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Must have a valid California Driver's License with a satisfactory driving record.
- Ability to pass a background check including fingerprinting.
- Must pass a physical examination including a drug test.

REQUIRED HOURS

40 hours per week, primarily Monday-Friday, and occasional overtime work upon prior approval by supervisors. The position will work out of the Los Angeles River Center and Gardens but may be required to travel to various agency locations.

COMPENSATION

Successful applicant will be hired as Executive Assistant II in the Legal Division. The hourly rate for this title is \$17.90 per hour.

BENEFITS

Health insurance, life insurance, retirement, vacation, sick leave, and generous holiday schedules.

CONTACT

Zagreb De La Torre, Human Resources Specialist, (323) 221-9944 extension 145.

HOW TO APPLY

Submit resume via e-mail to zagreb.delatorre@mrca.ca.gov, via fax to 323-843-9838 or contact Zagreb De La Torre at (323) 221-9944 extension 145.

DESCRIPTION OF AGENCY

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.

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