

ADMINISTRATIVE INTERN PROGRAM

As County employees, the interns experience first-hand Los Angeles County government through practical job assignments and participation in on-the-job training. The interns perform analyst assignments in such disciplines as human resources, budget, contracts, and public policies while assigned to various County departments, including the Department of Human Resources and the Chief Executive Office.

Rotational assignments in various divisions may include recruitment and selection, employee relations, organizational development, asset management, classification, budget operations and legislative analysis. As part of their rotation, the interns may analyze systems and procedures, conduct job analyses and classification studies, respond to letters of appeal and constituent inquiries, assist in test research, review and draft Board letters, write performance standards, prepare budget documents, perform investigative work, and prepare documents for the Civil Service Commission.

Visit <https://www.governmentjobs.com/careers/lacounty> and create a profile to receive notification on open filing periods for the AIP

WHO QUALIFIES?

The minimum requirement to qualify for the program is the completion of a four-year degree from an accredited college or university.



COUNTY OF
LOS ANGELES

The 2017 application period is February 6, 2017, 8:00am, through February 13, 2017, 5:00pm PST.

The job bulletin will be posted on January 23, 2017, so review it and get your profile started on:

www.governmentjobs.com/careers/lacounty

To receive an automatic notice regarding open application periods, visit the below link to set up a Job Interest Card and click on SUBSCRIBE:

<http://bit.ly/1NSmAGq>

After the successful completion of the AIP, the intern will be promoted to the Administrative Analyst position and placed in one of the County departments.

Los Angeles
County

Human Resources
YOUR CAREER STARTS HERE.



TO LEARN MORE | EMAIL admininterns@hr.lacounty.gov PHONE 213.893.7810