



# LOS ANGELES REGIONAL CRIMINAL INFORMATION CLEARINGHOUSE

## **\*\*EMPLOYMENT OPPORTUNITY\*\***

### **SOCIAL MEDIA/ADMINISTRATIVE SPECIALIST**

*It is an objective of LA CLEAR to achieve a drug-free work place. Any applicant for LA CLEAR employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with Department policies.*

**POSITION TITLE:** Social Media/Administrative Specialist

**SALARY/BENEFITS:** \$3,813 – \$4,333 per month, medical plan and 401k offered through HR Company.

**LOCATION:** Commerce, CA.

**FINAL FILING DATE:** Open and Continuous

#### **DUTIES/RESPONSIBILITIES:**

LA CLEAR is a nationally and internationally recognized Investigative Support Center (ISC) that provides intelligence products, enhanced information sharing, training, and advanced systems technology to federal, state and local law enforcement agencies to ensure officer safety and enhance operational efficiency. The Administrative Specialist will report to the Training Unit within the Executive Director's Office. Employee serves at the discretion of the Executive Director of LA CLEAR.

The Social Media/Administrative Specialist duties include, but are not limited to: digital and social media coordination for all digital and online initiatives; foster and develop our existing community creative multi-platform engagement; work closely with the Training Unit to produce inventive, thoughtful, on-brand and on-message content; review and respond to posts to ensure positive reception; create and edit training announcements that showcase and promote the mission of LA CLEAR; occasional public speaking, routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files; answer telephones; create, maintain, and enter information into databases; maintaining documents, such as attendance records and correspondence; greet visitors; maintain scheduling and event calendars; compose, type, and distribute meeting notes, correspondence or reports (such as presentations or statistical, or monthly reports); arrange conference, meeting, or travel reservations for office personnel.

#### **DESIRABLE QUALIFICATIONS:**

Experience with Twitter, Youtube, Instagram, Facebook, and other social media platforms; technical knowledge and understanding of all platforms; experience in social media marketing; understands SEM and SEO best practices; experience with Excel, Word, PowerPoint, Prezi, Adobe (Acrobat, Photoshop, Illustrator, InDesign); strong interest in supporting law enforcement; knowledge of administrative and clerical procedures; excellent writing and editorial skills; creative thinker and consistent with follow-through, ability to work independently, as well as in a group setting; prioritize and work well under pressure; must be detail oriented and able to multi-task in a fast-paced environment; must be reliable and have an excellent attendance record; and familiarity with database management considered a plus.



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### **WORKING CONDITIONS:**

- Monday through Friday (Generally 7:30 am to 5:00 pm)
- Weekends and Holidays off
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail
- Ability to sit, operate a phone and computer for long periods
- Ability to lift up to 20 pounds
- Some travel as needed to attend meetings
- Some driving (must possess a valid California driver license)

### **MINIMUM QUALIFICATIONS:**

All applications will be reviewed to verify that they meet the minimum qualifications stated in this section. To receive credit, the application must clearly show the required experience.

- ❖ Experience in social media marketing
- ❖ Bachelor's degree. Copies of college transcripts or degree must be included with the application (unofficial transcripts are acceptable for purposes of application)
- ❖ Proficiency in graphic design and image editing tools, e.g. Photoshop
- ❖ Strong administration skills; highly organized
- ❖ **Must successfully pass a peace officer level background investigation (may include polygraph examination) prior to employment.**
- ❖ **Must pass a Department of Homeland Security (DHS) process to obtain a secret clearance.**

### **SALARY:**

**\$3,813 – \$4,333 per month.** Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. Vacation and Sick Leave are also included and based on tenure.



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Applications will be reviewed to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed.

LA CLEAR is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### **HOW TO APPLY:**

Applicants must complete the LA CLEAR application which can be downloaded here:

<http://laclear.org/html/LACLEARApplication.pdf>

Send your application along with your resume or statement of qualifications to either of the following:

**Email** – [Jobs@laclear.ca.gov](mailto:Jobs@laclear.ca.gov)

**Hard copy applications** send via U.S. Mail to

LA CLEAR  
Attn: Marlyn Pacheco  
5700 S. Eastern Avenue  
Commerce CA 90040

For more information about LA CLEAR go to <https://www.laclear.org> follow us on Twitter @LACLEARINGHOUSE