



**DELIVERY DRIVER ASSISTANT, 1124**

DUTIES STATEMENT  
02/14/2019

**DUTIES:** Delivery Driver Assistants operate a City automobile, station wagon, van, pickup truck, or other light vehicles as a major assignment in delivering and picking up mail, supplies, and department materials; may collect water samples from designated locations for use in laboratory tests; keep routine records and prepare routine reports; perform routine clerical, messenger, or stockroom duties part of the time.

Delivery Driver Assistants are hired in-lieu of Delivery Drivers. Employment as a Delivery Driver Assistant is intended to develop skills necessary for regular full time employment with the City as a Delivery Driver. Upon successful completion of probation, Delivery Driver Assistants will be offered Charter Section 1014 transfers to Delivery Driver.

The Delivery Driver Assistant class will be utilized for the duration of the Targeted Local Hire Program solely as a vehicle to transition Targeted Local Hire Program participants to full time regular employment as a Deliver Driver.

**MINIMUM REQUIREMENTS:** Current employment as a Vocational Worker with the City of Los Angeles assigned to a position performing delivery driver work and a letter of recommendation from the personnel office of the employing department, which includes a statement of the department's willingness to hire the employee as a Delivery Driver Assistant. The letter must be attached to the application at the time of filing.

**LICENSE:** A valid California driver's license and good driving record is required.