



City of Los Angeles  
Department of Public Works

## Bureau of Engineering

1149 S. BROADWAY, LOS ANGELES, CA 90015

**REAL ESTATE DIVISION (1 Vacancy)**  
**Administrative Intern II (Class Code 1535-2)**  
**Salary: \$22.30 - \$24.19 per hour**

The Bureau of Engineering (BOE) is responsible for the City's vast network of infrastructure within the public right of way, and includes the planning, design, and construction of public facilities, and the management and delivery of voter-approved public bond funds, Federally-funded projects, and the delivery of cross-sector local government programs, that serve millions of residents and businesses in diverse neighborhoods and industries. The Bureau employs over 700 engineers, architects, surveyors, technical support staff, and administrative professionals who deliver comprehensive, innovative engineering services by using best-in-class management practices and fostering multi-agency collaborations that are transparent and accountable.

### **Requirements:**

Graduation from a recognized four-year college or university. Applicants must also have the legal right to work in the United States. Applicants must have good knowledge and skill in Microsoft Office suite. Excellent organizational, verbal and written skills required.

A valid California driver's license and a good driving record may be required prior to appointment.

### **Responsibilities:**

The incumbent must have knowledge of appraisals, negotiations, acquisitions, leasing and property management, sales and title investigations of real property.

Tasks include but not limited assisting with general office work, which may include customer service, basic word processing, data entry, filing, organizing, report writing, drafting maps, researching technical and non-technical topics, assist with upkeep of the Real Estate Division Database.

- Prepares recommended strategies, reports and correspondence.
- Good knowledge and skill in Microsoft Office Suite.
- Ability to work with minimum supervision.
- Ability to work multiple assignments within tight deadlines.
- Ability to communicate and work effectively with staff, City contractors, partners, and the general public.

**How to Apply:**

Interested candidates should submit a cover letter and resume via email to [eng.boeresumes@lacity.org](mailto:eng.boeresumes@lacity.org). Candidates should indicate Administrative Intern – Real Estate Division in the subject of their email. **Interested applicants should apply as soon as possible.**

**Deadline:** Until sufficient applications are received.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

**The City of Los Angeles is an Equal Employment Opportunity Employer**