

The Council is Hiring!

June 30, 2023

The Council is seeking a new Administrative Assistant/Executive Secretary. This position provides all administrative support to the Council's Executive Director and staff. In addition, this position is responsible for all administrative and logistical support for the Council's quarterly meetings and its 28 members.

This is a classified State Civil Service position. Interested applicants must apply through the State Civil Service website [here](#) by **July 7, 2023**. Enter Administrative Assistant 5 in the search line, then scroll down for LDH-Office of Secretary/Developmental Disabilities Council.

Applicants must have a Civil Service test score for 8500-Office Support Exam in order to be considered for this vacancy unless exempted by Civil Service rule or policy. The position requires four years of experience in which clerical work was a major duty, although substitutions for education and training are considered. See job announcement for further details.

As with all Council vacancies, people with disabilities and family members of people with disabilities are encouraged to apply.

Contact Us

LaDDC News is the electronic newsletter for the LA Developmental Disabilities Council. If there are any questions about the information above, contact the Council by replying to this email, or calling the toll free number listed below:

phone: 1-800-450-8108

email: info@laddc.org

website: www.laddc.org

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