



**The Association for Los Angeles Deputy Sheriffs (ALADS) is seeking to fill the position of**

**DEFENSE REPRESENTATIVE II  
(APPRENTICE)**

**SALARY RANGE \$5,872 - \$7,274/month**

**DEFINITION:**

Under general direction, performs a wide variety of administrative staff work requiring specialized knowledge of the Association, employee relations, and general office procedures, communications, including frequent and responsible public and member contact; works cooperatively with staff; and performs other duties as assigned.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Assists individual members in their employment relationship with the County of Los Angeles;
- Assists individual members in preparing and processing grievances and represents them in administrative hearings;
- Analyzes and makes recommendations for the resolution of problems and work procedure;
- Attends meetings of the Unit Representatives;
- Contributes to the publication of the ALADS Dispatcher, other publications, and other communication efforts;
- Assists in the development, training, and maintenance of the Unit Representative Corps;
- Prepares reports, studies, and correspondence;
- Conducts work site visitations;
- Represents ALADS at various meetings as required;
- Performs other duties as assigned.

## DESIRABLE EMPLOYMENT STANDARDS:

Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration or closely related discipline and at least two (2) year of full-time experience in a capacity substantially equivalent to a Defense Representative I or one (1) year experience as a Defense Representative I.

### Knowledge Of:

Public sector unionism, California labor laws, organizing methods, administrative hearings, collective bargaining, dispute resolution, employee relations, modern office practices and procedures, current personnel practices, and principles of communication.

### Ability To:

Perform a wide variety of highly responsible duties, use advanced English skills, including spelling, grammar, sentence structure, and original composition; prepare accurate reports; exercise independent judgment on matters where the consequence of error is moderate; establish and maintain effective relations with staff, clients, and the general public; and work under pressure accomplishing the duties and responsibilities of the position.

## NECESSARY SPECIAL REQUIREMENTS:

- Incumbent must have valid California Driver's License, proof of car insurance, a dependable vehicle available to work each business day, and be willing to travel extensively throughout Los Angeles County on a regular basis.
- Willingness to work a flexible schedule, possibly beyond forty (40) hours per week.

## DISTINGUISHING CHARACTERISTICS:

- Incumbent works under the general supervision of the Assistant Executive Director and may generally be delegated any type of assignment.
- The minimum period of service for an incumbent at the Defense Representative II level is two (2) years.
- At the conclusion of two (2) years, the incumbent is either promoted to Defense Representative III (Journeyman) or remains at the level of Defense Representative II until all requirements for promotion have been satisfied.

## PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is regularly required to: use hands to finger, handle or feel objects, tools, controls and equipment; both see and hear; walk, sit and

tand, and drive a motor vehicle; communicate verbally on the telephone and in person; occasionally lift up to 20 lbs.; and occasionally kneel and bend.

#### **WORK ENVIRONMENT:**

The incumbent will work principally in an office setting.

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

On the ALADS website at <http://www.alads.org>, click on Career Opportunities to print and complete the ALADS employment application.

Email your completed application submission to [careers@alads.org](mailto:careers@alads.org) with Defense Rep II and your full name in the subject line, and include all of the following:

- ✓ A completed and signed ALADS employment application, specifically indicating how you heard about the opening
- ✓ A cover letter, highlighting your experience as it relates to the desirable employment standards section of this job description.
- ✓ Current resume, to include the name and address of each employer, dates of employment, positions held, scope of responsibilities, any special qualifications, and the names of schools, colleges, or universities attended, fields of study, and degrees earned.