



**CITY OF LAGUNA WOODS**  
24264 El Toro Road, Laguna Woods, CA 92637  
(949) 639-0500 / TTY (949) 639-0535  
[www.cityoflagunawoods.org](http://www.cityoflagunawoods.org)

## **JOB ANNOUNCEMENT**

### **RECEPTIONIST**

**(LIMITED PART-TIME; NON-EXEMPT AND AT-WILL)**

\$17.00 - \$23.80 per hour (less than 20 hours per week)

*Appointment may be made at any point within the range.*

#### **About the City of Laguna Woods**

The City of Laguna Woods occupies approximately three square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

On March 24, 1999, the City of Laguna Woods was incorporated as Orange County's 32<sup>nd</sup> city. It is a general law city with a Council-Manager form of government and 10.25 full-time equivalent employees. In addition to being one of California's safest and [fiscally healthiest](#) cities, the City of Laguna Woods is unique in that the average age of its 17,644 residents is greater than 75.

The City of Laguna Woods is bordered by the cities of Aliso Viejo, Irvine, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other open space areas. The Pacific Ocean is located approximately five miles to the west. Notable land uses include the private gated community of Laguna Woods Village, several senior-oriented residential communities, a number of commercial centers, and three public parks.

#### **About the Position**

The City of Laguna Woods is seeking to fill several Receptionist positions at Laguna Woods City Hall's front counter. Receptionists report to the City Clerk and perform clerical and administrative tasks, often of a customer service and secretarial nature. Some of the most common tasks include greeting visitors, answering telephones, providing information in response to inquiries, cashiering, scheduling appointments, sorting and distributing mail, filing, and setting up for and cleaning up after meetings and events. Receptionists also accept certain electronics, batteries, medication, sharps, and other waste dropped off for recycling and disposal.

Receptionists work varying shifts totaling less than 20 hours per week on a regular basis. Regular shifts are currently 7:30 a.m. to 12:30 p.m. (*morning shift*), and 12:30 p.m. to 5:30 p.m. (*afternoon shift*), Monday through Friday. Shift assignments are published one month in advance. Applicants must be able to potentially work a minimum of 15 hours per week (three shifts) to be considered.

Receptionists are required to work some early mornings, evenings, weekends, and holidays based on the City's needs (e.g., to assist with special events).

For more information, please refer to the [Receptionist job classification](#).

## **Education and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and some manner of work, internship, volunteer, or extracurricular experience involving interaction with the general public. Prior experience providing cashiering services is highly desirable.

## **Physical, Technological, and Other Requirements**

- Most duties are performed while standing at a counter
- Must possess the knowledge and ability to effectively use computers, including software such as Microsoft Windows, Outlook, Excel, PowerPoint, and Edge
- Must be able to carry, lift, push, and pull objects up to 30 pounds
- Required to handle and process items and materials for recycling and disposal, which may result in exposure to odors, fumes, dust, hazardous substances, and other irritants
- Required to provide light janitorial services, which may result in exposure to odors, fumes, dust, hazardous substances, and other irritants
- Must possess and maintain:
  - Valid Class C California Driver's License at hire; and
  - Valid first aid (adult, child, and infant), cardiopulmonary resuscitation ("CPR"), and automated external defibrillator ("AED") certification within six months of hire.

For a complete list of requirements, please refer to the [Receptionist job classification](#).

## **Benefits Summary**

- SOCIAL SECURITY AND MEDICARE: Employees pay a combined 7.65% from salary toward these programs, as may change from time-to-time.

- **DEFERRED COMPENSATION:** Employees may contribute a portion of their salary to the City’s MissionSquare Retirement (formerly ICMA-RC) 457 Deferred Compensation Plan.
- **PAID TIME OFF:** After the first 30 calendar days of employment, and every January 1 thereafter, 24 hours per year, which may be used for personal illness, to care for a sick family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if a victim of domestic violence, sexual assault, or stalking. Paid time off may not be used within the first 90 calendar days of employment for new employees. There is no accrual or carryover of paid time off between or across calendar years.
- All benefits are subject to change.

**APPLICANTS ARE ENCOURAGED TO APPLY IMMEDIATELY!**

**These positions are open until filled.**

**Applications will be reviewed as they are received.**

**How To Apply**

To apply, please email, mail, or hand-deliver a completed City employment application to:

[cityhall@cityoflagunawoods.org](mailto:cityhall@cityoflagunawoods.org)

OR

City of Laguna Woods  
Attn: Human Resources  
24264 El Toro Road  
Laguna Woods, CA 92637

Cover letters and resumes are accepted, but not required.

The City employment application, job classification, and benefits resolution are available on the City’s website ([www.cityoflagunawoods.org/employment](http://www.cityoflagunawoods.org/employment)) and at Laguna Woods City Hall.

*The City is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).*

*The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform these positions’ essential functions.*