



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950

[www.cityofhawthorne.org](http://www.cityofhawthorne.org)

An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## LICENSE PERMIT TECHNICIAN –BUSINESS LICENSING

(PART-TIME/NON-CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** BUSINESS LICENSING

**SALARY:** \$27.89 Hourly

**FILING DATE:** Open: Wednesday, September 18, 2024  
Closes: Until Filled

### EMPLOYMENT APPLICATION:

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

### SUPPLEMENTAL APPLICATION REQUIRED

[https://HawthorneCA.formstack.com/forms/license\\_permit\\_technician\\_supplemental\\_questionnaire](https://HawthorneCA.formstack.com/forms/license_permit_technician_supplemental_questionnaire)

*This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.*

### Our City

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

### THE POSITION

The Business Licensing Department is responsible for business license issuance, payments, collections, auditing and film permits. The incumbent is responsible for applying laws, regulations and policies pertaining to business licensing and permit issuance.

The part-time License Permit Technician in business licensing will perform duties in business licenses, under the supervision of the Manager of Business Licensing or designee. The part-time License Permit Technician performs billing, collections and tracking of business licensing tax accounts as part of their daily duties.

### ESSENTIAL FUNCTIONS

*The following is a list of typical duties assigned to this classification. The duties included on this list are*

*examples and not intended to be all-inclusive or restrictive.*

- Calculates gross sales receipts, business taxes, adjustments and permit fees.
- Receives, counts, and posts all money received in person and through the mail, and reconciles daily cash.
- Greets and assists general public with inquiries and/or complaints over the telephone and at the public counter.
- Responds to all inquiries and concerns related to business licensing, and animal licensing.
- Composes and routes written correspondence and violation letters for business code infractions.
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing.
- Assists customers with inquiries and issuance of miscellaneous permits, such as special events and film permits.
- Interprets codes and regulations relating to licensing.
- Coordinates with other City departments for inspections and approvals of licenses and permits.
- Performs other duties as necessary and required.

## **MINIMUM QUALIFICATIONS**

### Education, Training and Experience

- Graduation from high school or GED; and,
- Two (2) years of full-time clerical experience of which one (1) year shall have included bookkeeping or accounting.
- Equivalent of any combination of education and experience demonstrating the ability to perform duties for the position.

### Licenses, Certificate and/or Special Requirements

- Valid California motor vehicle operator's license is required.

For more information on the knowledge, skills and abilities along with physical demands, visit our Job Descriptions on our City website

## **RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application. Proof of meeting educational requirement should be attached in PDF format to your application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

### **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

### **VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

### **COMPENSATION AND BENEFITS**

For additional details, refer to the City's website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

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