County of Los Angeles Jobs — Public Services Administrative Assistant — La Crosse, WI, USA

Hiring organization
County of Los Angeles

Employment Type

Industry
Government Administration

Job Location
La Crosse, WI, United States

Date posted
November 9, 2026

Valid through
2026-11-28

Description

The **Public Services Administrative Assistant** career area is relevant to searches for **La County Jobs** in **La Crosse, WI, USA**, particularly for applicants interested in public service, administration. Common responsibilities include routing county service requests and maintaining program paperwork, supported by clear and consistent records. People who enjoy public service and administration can build useful experience in this field.

Responsibilities

- Route county service requests.
- Maintain program paperwork.
- Maintain accurate digital records and follow up on missing information.
- Share progress with colleagues and keep departmental requests organized.

Qualifications

- Comfort with common office tools, online forms, and digital documents.
- Clear communication, dependable follow-through, and attention to detail.
- Practical familiarity with public service and administration.

Experience

Work, study, or volunteer projects involving public service can help build relevant experience.

Skills

Public service, administration, scheduling, Public Services Administrative Assistant, Office coordination, digital records, customer service

Organization Website

Explore County of Los Angeles career and organization information.