

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
SENIOR CITIZEN SECTION**

Administrative Clerk

Hourly Rate: \$21.07/hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

AVAILABLE HOURS (up to 20 hours per week):

10:00 am - 2:00 pm, Monday through Friday.

This work schedule may vary and is based on program needs.

DESCRIPTION OF DUTIES:

Administrative Clerks perform general office clerical work, which may include customer service, basic word processing, data entry, filing, organizing and related work.

Duties Include:

- Assisting constituents in person or by telephone and referring them to the proper sources
- Proofreading reports for errors in typing, spelling, punctuation, grammar and capitalization
- Operating various office machines including computers, photocopiers, and multi-use telephones
- Answering phones, taking detailed messages and placing calls to staff and patrons
- Sorting and distributing materials to others
- Providing clerical support to division personnel and assisting with region programs
- Driving City vehicles
- Maintaining files, organizing and preparing files for records retention
- Other duties as assigned

QUALIFICATIONS:

- Must be 18 years of age
- Must possess a valid California Driver's License and have a good driving record
- Minimum of one year of part time clerical work experience is required.
- Proficiency in Microsoft Office and Google applications is preferred.
- Ability to communicate effectively with the public, staff, supervisors and other departments
- Resourceful and effective in multi-tasking and ability to set/accomplish priorities
- Proficient knowledge of commonly used office machines, and personal computer
- Working knowledge of office practices, including filing, indexing, and cross-referencing methods
- Must be organized, dependable, responsible, able to multitask, and possess a good attitude.
- Familiarity with RecTrac is a plus

TO APPLY:

Please email your resume or any questions to ramon.bernal@lacity.org

LAST DAY TO APPLY:

May 14th, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf