

**CITY OF LOS ANGELES**  
Department of Recreation and Parks  
Operations West  
**CITYWIDE AQUATICS DIVISION**

Web Site: [www.laparks.org](http://www.laparks.org)

Email: [citywide.aquatics@lacity.org](mailto:citywide.aquatics@lacity.org)



## SEASONAL PART-TIME JOB ANNOUNCEMENT

This examination is given to fill **SUMMER 2008** swimming pool positions only.

### POOL CLERK I

(Code No. 1131A)

**SALARY:** \$12.64Hourly

#### DUTIES:

Sells admission tickets, banks money daily, answers the phone in a courteous and businesslike manner; secures patrons' valuables and keeps accurate records, keeps daily records on attendance, staff work hours, cash receipts and class registration.

A Pool Clerk may be assigned one of the following work schedules:

- A. Monday through Friday - 6 to 8 hours per day.
- B. Saturday and Sunday - 4 to 7 hours per day.

As a condition of employment, a Pool Clerk must be available for all paid in-service trainings and the entire summer season.

#### REQUIREMENTS:

1. **EXPERIENCE:** None
2. **AGE:** 18 years by June 14, 2008
3. **TRANSPORTATION:** Valid California Driver's License and access to an automobile.
4. **HEALTH:** A negative tuberculosis (TB) skin test **dated on or after March 16, 2008** (required after passing the Pool Clerk test).
5. **DOCUMENTATION:**
  - Valid California Driver's License
  - Social Security card (signed)
  - U.S. Birth Certificate or other document that verifies right to work in this country
  - Compliance with "**Department of Homeland Security**" - see other side.

#### APPLICATION INFORMATION:

Please call the Citywide Aquatics Office at (323) 906-7953 to reserve a space for the Pool Clerk test. Reservation will be taken **February 25 to March 07, 2008 between 10:00 a.m. and 4:00 p.m.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

(OVER)

## TESTING CRITERIA:

1. **MATH TEST** - Pass/Fail - must pass to qualify for the oral interview.
2. **ORAL INTERVIEW**
3. **OTHER DOCUMENTATION** - a negative TB test result and fingerprints will be required after passing the Pool Clerk test.
4. **JOB PLACEMENT** - determined by oral interview score, availability to work at specific job sites, and availability to work the full summer season.

### POOL CLERK I EXAMINATION

#### **TEST & INTERVIEW #1**

**Wednesday, March 12, 2008**

at

**6:00 p.m.**

at

#### **CITYWIDE AQUATICS**

3401 Riverside Dr.  
Los Angeles, CA 90027  
(323) 906 - 7953

#### **TEST & INTERVIEW #2**

**Saturday, March 15, 2008**

at

**10:00 a.m.**

at

#### **CITYWIDE AQUATICS**

3401 Riverside Dr.  
Los Angeles, CA 90027  
(323) 906 - 7953

### **DEPARTMENT OF HOMELAND SECURITY:**

**DEPARTMENT OF HOMELAND SECURITY:** All new city employees must show satisfactory proof of:

- 1) identity and 2) a legal right to work in the United States.

**If you have ONE document from CATEGORY A, you will need no further documentation.**

- A. Documents that show both identity and employment eligibility:

U.S. Passport, Alien Registration Receipt Card, Temporary Resident Card, or Employment Authorization Card.

**If you DO NOT have documentation from CATEGORY A, you need one document EACH from Categories B and C.**

- B. Documents that show identity only:

Valid Driver's License, D.M.V. ID Card, Current School ID with photograph, U.S. Military Card, Draft Record or Military Dependent's ID Card.

- C. Documents that show employment eligibility only:

Social Security Card, Original Copy of U.S. Birth Certificate by a government agency with a seal, U.S. Citizen ID Card, or I.N.S Employment Authorization Document.

All names and initials MUST match exactly when presenting one document from CATEGORY B and CATEGORY C. This includes, but is not limited to: spelling, titles, initials and surnames. Documents with missing information will NOT be accepted.

Please note: Application process will take approximately 3 - 5 hours to complete.

**FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS  
at (323) 906-7953, [Citywide.Aquatics@lacity.org](mailto:Citywide.Aquatics@lacity.org)**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 485-8250.