

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
PACIFIC REGION RECREATION DIVISION

PART-TIME ADMINISTRATIVE CLERK

\$20.44 - \$29.90 Per 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)

10:00am to 2:00pm, Monday through Friday. This work schedule may vary and is based on program needs.

PRIMARY WORK LOCATION

Pacific Region Headquarters, 1670 Palos Verdes Drive North, Harbor City, CA 90710

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:

- Clerical work requiring some independent judgment, such as:
 - Sorting, classifying, indexing, cross referencing, and filing correspondence and documents
 - Assisting constituents in person or by telephone and referring them to the proper sources
 - Receiving invoices or applications for permits and employment and checking for errors
 - 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
- Other duties as assigned

QUALIFICATIONS

- Six months of work experience in an office environment is desired
- Proficient knowledge of personal computer use, including Microsoft Suite and Google Forms
- Proficient knowledge of basic office procedures and proper phone etiquette
- Valid California driver's license
- Organized, dependable, motivated to work, able to multi-task and possesses a good attitude

TO APPLY

Please e-mail resume to Elaine Piha at Elaine.piha@lacity.org.

LAST DAY TO APPLY

April 1, 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