



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

Web Site: www.laparks.org Email: citywide.aquatics@lacity.org



SEASONAL PART-TIME JOB ANNOUNCEMENT

SWIMMING POOL CLERK I

(Code No. 1131-1)

This position is exempt from civil service. *

OPEN TO FILL SUMMER 2026 POSITIONS

SALARY: \$23.94 /hour

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

DUTIES: Supervision of locker room attendants, greet the public, receive payments and fees and admit patrons; bank money daily, answer the phone in a courteous and professional manner; secure patrons' valuables, and maintain daily records of attendance, cash receipts and class registrations. Basic computer skills are required.

As a condition of employment, a Swimming Pool Clerk must attend all in-service trainings and must work a minimum of 20 hours (does not include paid training time such as orientation; HO, CPTO/VC or SK Hours) between Memorial Day and Labor Day in order to continue employment with Citywide Aquatics (after Labor Day).

REQUIREMENTS:

1. **EXPERIENCE:** None
2. **AGE:** 18 years of age by May 25, 2026.
3. **CERTIFICATION:** A Driver License must be presented at the time of test to be admitted. Swimming Pool Clerk must maintain a valid California Driver License throughout the course of employment.
4. **TRANSPORTATION:** Must have daily access to an automobile.
5. **AVAILABILITY FOR WORK:** Swimming Pool Clerk I must be available for at least one of the following work schedules: Monday through Friday 6 to 8 hours per day and/or Saturday and Sunday 4 to 6 hours per day.

ASSESSMENT CRITERIA: Applicants must successfully pass the written assessment (pass/fail).

1. **ALL CANDIDATES MUST COMPLETE THE FOLLOWING STEPS:**
2. **REGISTER ONLINE:** <https://bit.ly/2026pc> - Application closes 12/12/2025 at 9:00 a.m.
3. **COMPLETE THE LA CITY VIRTUAL POOL CLERK ASSESSMENT**

DATE: Monday, December 15, 2025 - Monday, December 22, 2025

INVITED APPLICANTS WILL ATTEND APPLICATION PROCESSING

DATE AND TIME: Saturday, January 3, 2026 - By Appointment only

LOCATION: **CITYWIDE AQUATICS HEADQUARTERS**

3900 Chevy Chase Drive
Los Angeles, CA 90039

FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS

(323) 906-7953 citywide.aquatics@lacity.org

*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without finding of cause, by the hiring authority.

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, 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) 473-9123.