



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

ADMINISTRATIVE CLERK

(Code No. 1358)

This is an exempt at-will position.

THIS EXAMINATION IS GIVEN TO FILL SUMMER 2021 POSITIONS ONLY

SALARY RANGE: \$18.53 – \$27.82 /hour (The salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

DUTIES: Responsibilities will include, but not limited to, general office clerical work which may require independent judgement, communicating verbally and through emails and memos. Sorting, classifying, indexing, cross-referencing, and filing. Assisting patrons, employees and business representatives in person and by telephone and referring them to proper sources and/or taking messages and following up. Various routine and repetitive tasks that normally follow established procedures, including data entry into on-line systems.

As a condition of employment, an Administrative Clerk assigned to the Citywide Aquatics Division must be available 16 – 20 hours per week between the times and dates listed under availability to work.

REQUIREMENTS:

- 1) **QUALIFICATIONS:** Ability to operate various office machines, including computers with various software: Must have experience with Google Mail, Google Docs, Google Spreadsheet, Google Form, Google Calendar, MS Excel, Word and Publisher. **Good knowledge of RecTrac and RAP Trac is preferred.** Ability to communicate with all levels of civil service via phone, fax and in writing. Ability to type, proofread and act as a receptionist. Must be task oriented and have the ability to multitask in a fast paced environment. Must have a valid driver's license at the time and during the course of employment.
- 2) **AGE:** 18 years of age
- 3) **AVAILABILITY FOR WORK:** Work schedule will vary by Off-Season and Summer Season. Must be available to work the schedules listed below.
Off-Season (Late September – May)
Monday, Wednesday, and Friday **or** Tuesday and Thursday 6 to 8 hours per day
and/or
Summer Season (June – Mid September)
Monday, Wednesday, and Friday **or** Tuesday and Thursday 6 to 8 hours per day
or Saturday and Sunday 4 to 6 hours per day.
- 4) Must be available to work at a variety of locations.

SELECTION CRITERIA:

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

(OVER)

PERFORMANCE TEST – Weighted 55% Interview 45%

Selection of candidates is determined by the number of vacancies, performance test and interview score.

PROCESSING:

Applicants will be contacted via email from the eligibility list to attend a part-time orientation. At that time, candidates will be provided information on fingerprinting, tuberculosis screening, and other job requirements.

*****IMPORTANT INFORMATION*****

IN ORDER TO BE CONSIDERED FOR THIS POSITION

APPLICANTS MUST SUBMIT A RESUME AND REGISTER (ONLINE).

(GMAIL account will be required to upload resume)

ONLINE REGISTRATION DATES

OPENS Tuesday, June 22, 2021 at 8:00 a.m. and CLOSSES Tuesday, July 6, 2021 at 5:00 p.m.

USE THIS LINK TO REGISTER FOR THE EXAM:

<http://bit.ly/2019adminclerk>

ADMINISTRATIVE CLERK PERFORMANCE TEST information will be sent to the email provided and will be conducted on July 8, 2021.

CORRESPONDENCE AND UPDATES WILL BE SENT VIA EMAIL. We strongly advise applicants to add citywide.aquatics@lacity.org to your e-mail address book/contacts and/or safe list, to ensure receipt of notifications and to check your junk/spam email folder regularly.

FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS

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

The City of Los Angeles does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity, gender expression, creed, ancestry, medical condition (cancer), Acquired Immune Deficiency Syndrome (AIDS). 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.

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