



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



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

PART-TIME JOB ANNOUNCEMENT

ADMINISTRATIVE CLERK

(Code No. 1358)

This position is exempt from civil service.*

SALARY RANGE: \$21.07 – \$30.80 /hour (The salary range is subject to change. You may confirm the starting salary before accepting a job offer.)

DUTIES: Responsibilities will include, but not limited to, general office clerical work which may require independent judgment, 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. Updating and developing marketing materials for aquatic programs. Assisting with procurement of supplies and materials. 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 year-round.

REQUIREMENTS:

- 1) **QUALIFICATIONS:** Ability to operate various office machines, including computers with various software: Must have experience with GMail (Google), Google Docs, Google Spreadsheet, Google Form, Google Calendar, MS Excel, Word, Publisher, Adobe Photoshop and Illustrator. Good knowledge of RecTrac and RapTrac 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.
- 2) **AGE:** 18 years of age

SELECTION CRITERIA:

RESUME- Qualifying

PERFORMANCE TEST - Weighted 55% and Interview 45%

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

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(OVER)

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

IN ORDER TO BE CONSIDERED FOR THIS POSITION
APPLICANTS MUST SUBMIT A RESUME
(GMAIL account will be required to upload resume)
ONLINE REGISTRATION DATES

OPENS Friday, June 21, 2024 at 8:00 a.m.
CLOSES Friday, July 5, 2024 at 5:00 p.m.

USE THIS LINK TO REGISTER FOR THE POSITION:
<https://bit.ly/2024adminclerk>

CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL. 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 e-mail 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, 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) 473-9123. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf (Download PDF reader).

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