



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



Administrative Clerk

PARK PROUD LA

Salary: \$19.04

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

The Department of Recreation and Parks is recruiting for Administrative Clerks, who are part-time, at-will employees who work up to a maximum of 1040 hours per year, throughout the City of Los Angeles.

AVAILABLE HOURS:

- 15-20 hours per week based on the budgetary and operational needs of the Department.

DESCRIPTION OF DUTIES:

- General office clerical work which may require independent judgment.
- Assisting patrons and business representatives in person and by telephone, and referring them to the proper sources or taking messages and following up.
- Various routine and repetitive tasks that normally follow established procedures including data input to on-line systems.
- Assist with creating graphic designs
- Type letters, reports, statistical and financial tables, and other documents from original or corrected copy, rough draft, or dictating machine.
- Work in fast paced environment demanding strong organizational, technical, and interpersonal skills.
- Resourceful and effective in multi-tasking resulting in accomplished results; ability to set/accomplish priorities.
- Effective problem solving and attentive to detail
- Great community outreach skills

QUALIFICATIONS:

- Six months of full-time paid experience in clerical work or retail sales;
- Must have experience in Microsoft Office and working with computers with various software, photocopiers, telephone, facsimile machines, and related equipment;
- Must possess a valid California Driver's License and a good driving record;
- Must be responsible, dependable, and possess a "Can-do" attitude;
- Excellent customer services skills and a desire to work with the public;
- Ability to understand and follow directions;
- Ability to work under minimum supervision;

Please email your resumes to, spaprogram17@gmail.com

Deadline: March 13th, 2020