



**Department of Recreation and Parks
WEST/VENICE REGION ADMINISTRATION**



**ADMINISTRATIVE CLERK
(Part-time)**

Qualifications

Must have a working knowledge of:

- Microsoft Suite and Google Forms;
- Correct punctuation, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross-referencing methods; and
- Basic bookkeeping practices.

Job Description

An Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing and organizing and related work. Duties include:

- General office clerical work requiring some independent judgment such as:
 - Sorting, classifying, indexing, cross referencing, and filing correspondence, reports, and other documents;
 - Using documents such as manuals, catalogs, files, and computer printouts to find necessary information;
 - Assisting constituents in person or by telephone, and referring them to proper sources;
 - Answering questions and records requests and complaints; and
 - Receiving applications for permits and checking them for errors.
- Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operates various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembles materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents;
- May handle cash transactions;
- Assist management and executive staff with clerical assignments and scheduling;
- Other duties as assigned.

Hours

Up to 20 hours a week

Primary Work Location

Shoreline District Office (2 vacancies) – 2459 Motor Avenue, Los Angeles 90064

Venice Beach (2 vacancies) – 1800 Ocean Front Walk, Venice 90291

To Apply

Please e-mail your resume to:

Sonya Young-Jimenez

Email: Sonya.Young-Jimenez@lacity.org

Phone: (310) 202-2803

Deadline to Submit Application:

Open until sufficient applications received.