



CITY OF LOS ANGELES

Department of Recreation and Parks

CITYWIDE AQUATICS DIVISION



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

JOB ANNOUNCEMENT

EMERGENCY APPOINTMENT *CIVIL SERVICE* HALF-TIME

SWIMMING POOL CLERK I (Code No. 1131-1)

This position is civil service and therefore will allow you to work up to 71 hours per pay period. This specific position will also pay into the pension and health programs at almost a full time staff member's level of contribution.

SALARY - \$21.51 - The current salary is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

1. Greet the public in a courteous and professional manner;
2. Answer the phone in a courteous and professional manner;
3. Secure patrons' valuables, and maintain daily records of attendance, cash receipts and class registrations;
4. Receive payments, fees and admit patrons into the facility;
5. Bank money daily; and,
6. May be assigned other related tasks.

REQUIREMENT/MINIMUM QUALIFICATION

1. Currently employed with the City of Los Angeles Department of Recreation and Parks Citywide Aquatics;
2. A minimum of 2,080 hours worked as a Swimming Pool Clerk I;
3. In good standing with the Citywide Aquatics Division;
4. A valid California Driver License throughout the course of employment; and,
5. Must have daily access to an automobile.

EXAMINATION CRITERIA

1. **WRITTEN EXAM:** Applicants must achieve a minimum score of 80% on the written exam in order to proceed to the interview.

Date: April 6, 2025

Location: EXPO Center – LA84 Foundation/John C. Argue Swim Stadium

Time: To be determined

Note: **Only those invited will be accepted into the written exam.**

OVER

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), 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.

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2. ORAL INTERVIEW:

- a. Weighted 100%;
- b. A minimum score of 80% is required to be placed on the eligibility list.
- c. Placement of a candidate is determined by rank on the eligibility list, the number of vacancies, availability, and previous work record.
- d. Date to be determined.

WHERE TO APPLY

<https://bit.ly/HTCivilService>

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Application Closes Thursday, April 3, 2025 at 9:00 a.m.

SELECTION PROCESS

Examination Weights:	Written	PASS
	Interview	100%

IMPORTANT INFORMATION

- 1. Emergency appointments are subject to the exam process for regular appointment.
- 2. This position is non-exempt from civil service.
- 3. Employee can work up to 71 hours per pay period.
- 4. Employees are ineligible for seasonal promotions.

If you have any questions or concerns, please feel free to email Maha Yateem at Maha.Yateem@lacity.org.

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