CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CABRILLO BEACH BATHHOUSE

PART-TIME
ADMINISTRATIVE CLERK

Location: Cabrillo Beach Bathhouse
3800 Stephen M. White Dr.
San Pedro, CA 90731

Hours: 17 – 20 hours per week, Varied between 9am-6pm Monday – Friday (1 position)

Duties: Part-time Administrative Clerk will perform:
• routine clerical projects, many of which require independent judgement, discretion and sensitivity. Excellent written and oral communication skills (bilingual preferred)
• multi-task oriented, and work efficiently and effectively under diverse situations
• May proofread and correct correspondence from staff
• Candidate should have good knowledge of basic office procedures (typing 45 wpm, scanning, photocopying, etc.), computer applications software (MS Office, Internet etc.)
• Generate marketing materials (Brochures and flyers)
• Filing, data entry customer service, process payments in RecTrac system
• Candidate will also assist Senior Recreation staff member with special events and projects

QUALIFICATIONS:
• At least 6 months of part time experience in clerical work, in sales, payment processing and invoicing preferred
• Bilingual (Spanish) preferred

To apply:
Please email resume to: karl.stephens@lacity.org

Last day to apply: September 15, 2021