



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Administrative Clerk

The Department of Recreation and Parks, Camping Section is recruiting for 2 Administrative Clerks. An Administrative Clerk in the Camping Section is part-time, can work up to 1040 hours per year. Our 2 locations are in Griffith Park and Hollywood Hills.

AVAILABLE HOURS:

- Up to 30 hours per week. Spring and Summer time is our busiest season of the years.
- Applicants available to work a flexible schedule are preferred.

DESCRIPTION OF DUTIES:

- Answer the phone, distribute messages, and redirect call to appropriate people.
- Maintain inventory and order office supplies.
- Prepare communications, such as emails, flyers and confirmation packets.
- Create and maintain filing system for all of camp programs, both electronic and physical.
- Schedule appointments and maintain calendars.
- Assist with timekeeping.
- Work with various vendors.
- Process all registration and refunds for all camp programs.
- Scheduling, conducting site walkthroughs for rental groups.
- Extensive knowledge of camp programs scheduled throughout the year.
- Assist in daily facility set up and maintenance of facility including calling in job orders.
- Responsible for maintenance and up keep of office equipment.
- Ability to handle high volume calls and emails during peak season.
- Data entry into on-line system.
- Ability to navigate RecTrac and FMS systems.
- Handles cash transactions and makes bank deposits.
- Answers parent's questions, comments and concerns.
- Ability to learn and apply specific laws, rules, policies, regulations, and procedures set by CAL/OSHA, Department of Health, ACA and City of Los Angeles.

QUALIFICATIONS:

- Possess a valid California Driver's License and a good driving record.
- Excellent customer service skills and desire to work public.
- Ability to work under minimum supervision.
- Strong knowledge of office procedures and basic accounting process.
- Proficiency in MS Excel and Word and knowledge of Google Mail, Google Docs and Google Calendar
- In accordance with the City's Ordinance 187134, all future city employees are to be fully vaccinated against COVID-19.

HOW TO APPLY: Please submit a resume (e-mail ONLY) to the following:

Lynette Smith

camp.hollywoodland@lacity.org

DEADLINE TO APPLY: Friday, March 23, 2022