

Administrative Clerk (Part-time)

Recreation and Park's Licensed Child Care Program is currently hiring Administrative Clerks throughout Los Angeles to work at our newly opening preschool sites. Staffing placements will be prioritized for facilities currently open or scheduled to open soon.

Job Description

A part-time Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing, organizing, and related work. Duties include but are not limited to:

- 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, by email, or by telephone, and referring them to proper sources;
 - Answering questions and records requests and complaints; and
 - Receiving and checking permit applications for errors checking the database for insurance compliance;
- Proofread 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;
- Maintains personnel records, prepares a variety of personnel documents, and maintains confidentiality;
- Takes inventories and prepares requisitions for supplies;
- 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;
- May do other work for training purposes or to meet technological changes or emergencies;
- Assist management and executive staff with clerical assignments and scheduling; and
- Other duties as assigned.

Qualifications

Strong working knowledge of:

- Microsoft Office, Google Suite, and Adobe Applications;
- Correct punctuation, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross-referencing methods;
- Basic bookkeeping practices; and,
- Must be task oriented and have the ability to multitask in a fast-paced environment.

Ability to:

Perform moderately complex clerical work; Use judgment in organizing and completing assigned work efficiently; Learn and apply specific laws, rules, policies, regulations, and procedures; Deal tactfully and effectively with the public and other employees; and Pay close attention to details.

Experience

Preferred six months of full-time paid experience in clerical work.

To Apply: Send resume and cover letter to childcareprompts@gmail.com with subject line of Child Care Admin Clerk
Last day to apply: Open until all positions are filled