PART-TIME ADMINISTRATIVE CLERK
NUMBER OF POSITIONS AVAILABLE -1

HOURS AVAILABLE: TUESDAY or WEDNESDAY, THURSDAY, FRIDAY
8:00a.m.-5:00p.m. (Hours Variable)

WEEKLY AVAILABLE HOURS
15 TO 20 HOURS PER WEEK

Description of Duties:

Administrative Clerk in the Executive Office. General office clerical work which may require independent judgment, communicating verbally and through emails and memos. Sorting, classifying, indexing, cross-referencing, and filing. Assisting patrons, employees and business representatives by email or telephone and referring them to proper sources and/or taking messages and following up. Various routine and repetitive tasks that normally follow established procedures, including data entry into on-line systems, and using google drive. This position requires ability to maintain confidentiality of various human resources and public/private information.

Qualifications:

Ability to operate various office machines, including computers with various software: must have knowledge of Google Mail, Google Docs and Google Calendar. Position may require experience or familiarity with Adobe Illustrator or Photoshop, as well as MS Excel and Word. Ability to communicate with all levels of civil service via phone, fax and in writing. Ability to type, proofread and act as receptionist. Organization skills are required to keep office functioning in uninterrupted manor.

To Apply, Please send resume by email to:

Desiree Ramirez

Email: Desiree.Ramirez@lacity.org

Please prepare to provide 2 professional references.

LAST DAY TO APPLY: JANUARY 26, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: