

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
**EMERGENCY MANAGEMENT DIVISION**  
3900 Chevy Chase Dr. Los Angeles CA 90039

**ADMINISTRATIVE CLERK**  
**Salary: \$19.82 - \$29.00 hourly**

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**Positions Available**

(1) Part-time Administrative Clerk (position is in-person)

**Job Location**

Department Operation Center- 3900 Chevy Chase Dr. Los Angeles CA. 90039

**Available Hours**

10-20 hours per week; various shifts Monday-Friday, 8:00 a.m. - 5:00 p.m.

**Job Description**

Administrative Clerk will work with Emergency Management Coordinators on various projects for the Department of Recreation and Parks in a professional environment. Administrative Clerk will perform general office work which will include customer service, meeting deadlines, multi-tasking and teamwork.

**Job Duties**

- Assist Emergency Management Coordinators in the day-to-day operations within the Emergency Management Division office
- Answer inquiries by phone and through written communications
- Prepare documents and reports
- Data entry
- Filing and organizing
- Assist with research and special projects
- Other duties as assigned

**Qualifications**

- Excellent written and oral communication skills
- Ability to research information and prepare reports
- Proficient in Microsoft Office and Google Workspace
- Previous office experience preferred

**To Apply**

Send resume to: [monica.t.gonzalez@lacity.org](mailto:monica.t.gonzalez@lacity.org)

Last Day to Apply: **January 6, 2023**