

**CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS**



**EXPO CENTER**

3980 Bill Robertson Lane  
Los Angeles, CA 90037  
(213) 763-0114

**PART-TIME ADMINISTRATIVE CLERK (1358)**

**Salary pay range \$18.53 – \$27.82 per hour**

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

The following are the requirements, abilities and duties for Administrative Clerk at EXPO Center.

Requirements/Abilities:

- Must be at least 18 years old
- Available to work 10-20 hours per week
- Proficient in Microsoft Office and Google Suite
- Ability to handle confidential information
- Excellent attention to detail
- Office practices, including filing, data entry, cross-referencing methods
- Good oral, written and communication skills
- Must be task oriented and have the ability to multitask in a fast paced environment
- Ability to work independently with minimal supervision
- Valid California driver license

Duties:

- General office clerical work, which may include: customer service, basic word processing, data entry, filing and organizing related work, independent judgment, sorting, classifying, cross referencing
- Utilize documents such as manuals, catalogs, files and computer printouts to find necessary information

- Assist patrons in person, by telephone, and email, referring them to the proper resources.
- Review and process applications for New Hires, deliver to Human Resources and maintain files
- Operating various office machines including, photocopiers, scanners, telephone, and related equipment
- Act as receptionist when called upon
- Assembling materials for mailing or shipping
- May pick-u or distribute materials to others
- Other duties as assigned
- Create and maintain work log to include status of ongoing assignments

**To Apply:** Send Resume via email to: Kenya Wiley at [Kenya.Wiley@lacity.org](mailto:Kenya.Wiley@lacity.org)

**Last day to apply: September 17, 2022**

\*If selected for an interview, a written test will be given\*