



City of Los Angeles  
Department of Recreation and Parks



GRIFFITH/METRO MUNICIPAL SPORTS

**ADMINISTRATIVE CLERK**  
(Part-time)

**Qualifications**

Strong working knowledge of:

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

**Job Description**

A part-time Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing and organizing and related work. Duties include:

- 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 or by telephone, and referring them to proper sources;
  - Answering questions and records requests and complaints; and
  - Receiving applications for permits and checking them for errors.
- Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operating various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembling materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Typing letters, reports, statistical and financial tables, and other documents;
- Other duties as assigned.

**Schedule**

Tuesday-Friday, 12 noon to 5:00 p.m.

**Primary Work Location**

Griffith/Metro Municipal Sports Office – 3900 W Chevy Chase Drive, Los Angeles, CA 90039.

**Salary: \$19.04 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.
- Upon completion of one year and 1,000 hours worked in a service year, employees are eligible for a health plan, accrue vacation time, and receive holiday pay on City recognized holidays.

**To Apply**

Please e-mail your resume to:

David Gadelha  
David.Gadelha@lacity.org

Last day to apply:

July 12, 2021