



City of Los Angeles
DEPARTMENT OF RECREATION AND PARKS
Human Resources Division

ADMINISTRATIVE CLERK

HOURS

Up to 20 hours per week

Monday to Friday (Typically within 8:00 a.m. to 5:00 p.m.)

SALARY

\$19.04 per hour

QUALIFICATIONS

- Excellent oral, written, organizational skills required.
- Sufficient working knowledge of Microsoft Office and Google Suite applications, specifically Word and Excel.
- Ability to work and make decisions independently with minimal supervision.
- Demonstrate knowledge of effective organization/priority setting to effectively meet deadlines.
- Ability to pay attention to detail and multi-task.
- Excellent customer service skills and a desire to work with the public.

DESCRIPTION OF DUTIES

- Handles confidential and sensitive information.
- Provides general clerical support including data entry and maintenance, general word processing, proofreading documents, filing, distribution of interdepartmental correspondence.
- Provides acts of customer service such as answering phones and emails and working with patrons at the front counter.
- Performs other duties as assigned.

HOW TO APPLY

Email a resume to rap.hrrecords@lacity.org by September 21, 2021. Applications may close early if a sufficient number is received. Individuals selected for an interview via Google Meet will be contacted through email.