

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
METRO REGION CONSTRUCTION DIVISION**

**EMPLOYMENT OPPORTUNITY
PART-TIME ADMINISTRATIVE CLERK**

\$19.89 per hour

(The current salary range is subject to change. Starting salary can be confirmed with the hiring department before accepting a job offer.)

AVAILABLE HOURS (up to 20 hours per week)

6:00 a.m. to 10:00 a.m., Monday through Friday. This work schedule may vary and is based on the needs of the Department.

Location: Central Service Yard, 3900 Chevy Chase Drive, Los Angeles, CA 90039

DESCRIPTION OF DUTIES

- Answer phones; obtain phone messages
- Process and close out job orders on a computerized work order system
- Accurately review, enter, edit, and submit employee timesheets into the D-Time payroll system while meeting payroll deadlines
- Review and process employment applications
- Provide clerical support to Division staff
- Process and maintain Worker's Compensation claims and communicate with City's Worker's Comp staff
- Process and prepare miscellaneous reports correspondences
- Assist in maintaining inventory systems
- Assist with placing and receiving purchase orders using the FMS system
- Maintain and update office files and reference material
- Drive a City vehicle to deliver or pick up documents from other City offices

QUALIFICATIONS

- One-year work experience in an office environment is desired
- Good knowledge of personal computer uses, Microsoft Office, and Google Workspace
- Good knowledge of basic office procedures and proper phone etiquette
- Valid California Driver's License
- Must be organized, dependable, motivated to work, able to multitask, and possess a good attitude

TO APPLY: Send resume via email to Melissa Rivas at Melissa.rivas@lacity.org

LAST DAY TO APPLY: Open until sufficient applications received.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.