



City of Los Angeles Department of Recreation and Parks



Palisades Recreation Center
851 Alma Real Drive Pacific Palisades CA 90272
(310) 454-1412

ADMINISTRATIVE CLERK **(Part-time)**

Qualifications

Must have a working knowledge of:

- Microsoft Suite and Google Forms;
- 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.

Job Description

An 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;
- Operates various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembles materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents;
- May handle cash transactions;
- Assist management and executive staff with clerical assignments and scheduling;
- Other duties as assigned.

Hours

Up to 20 hours a week

Primary Work Location

Pacific Palisades Recreation Center 851 Alma Real Drive Pacific Palisades CA 90272

To Apply

Please e-mail your resume to:

Name: Jasmine Dowlatshahi

Email: Jasmine.Dowl@lacity.org

Phone: (310) 454-1412

Deadline to Submit Application:

Open until sufficient applications received.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf