

Job Description – Administrative Clerk - Park Ranger Division

PART TIME POSITION

HOURS:

Between the hours of 8:00am – 5:00pm (to be determined), hours set reflecting one of the following schedules:

- 5 hours per day/4 weekdays per week
- 4 hours per day/5 weekdays per week.

DUTIES:

- Good writing and communication skills
- Be Punctual, Reliable
- Data Entry
- Word processing – reports, memos, etc.
- Excel spreadsheets – reports, schedules, etc.
- Purchase Orders
- Power Point
- Multi-task time pressured work involving requests and assignments from various personnel
- Assist in filing duties – labels, setting up files, and filing
- Compile various records
- Help organize and keep the office organized
- Operate office machines such as photocopiers, scanners, fax machines, voice mail, and personal computers
- Restock supplies
- Conduct research, retrieve reports
- Process Reports and Tickets
- May search video on camera systems

NOTE: Two positions to fill for this classification.

Immediately Email Resume to: Lynn.Kanan@LACity.org

Application deadline: March 23, 2022