



CITY OF LOS ANGELES
Department of Recreation and Parks
CITYWIDE AQUATICS DIVISION



Web Site: www.laparks.org

Email: citywide.aquatics@lacity.org

SEASONAL PART-TIME JOB ANNOUNCEMENT

SWIMMING POOL CLERK I

(Code No. 1131-1)

This position is exempt from civil service.*

THIS EXAMINATION IS GIVEN TO FILL SUMMER 2021 SWIMMING POOL POSITIONS ONLY

SALARY: \$12.24 to \$17.88/hour (The salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

DUTIES: Provide customer service and answer questions. Supervise locker room attendants, receive payments and fees and admit patrons; bank money daily, answer the phone in a courteous and professional manner; secure patrons' valuables, and maintain daily records of attendance, cash receipts and class registrations. Basic computer skills are required.

As a condition of employment, a Swimming Pool Clerk I must attend all in-service trainings and must work a minimum of 20 hours (does not include paid training time such as orientation; HO, CPTO/VC or SK Hours) between Opening Day and Labor Day (6/13/20-9/7/20) in order to continue employment with Citywide Aquatics (after Labor Day).

REQUIREMENTS:

- 1) **EXPERIENCE:** None
- 2) **AGE:** 18 years of age by July 1, 2021
- 3) **CERTIFICATION:** A Drivers License must be presented at the time of test to be admitted. Swimming Pool Clerk I must maintain a valid California Driver License throughout the course of their employment.
- 4) **TRANSPORTATION:** Must have daily access to an automobile.
- 5) **AVAILABILITY FOR WORK:** Swimming Pool Clerk I must be available for at least one of the following work schedules: Monday through Friday 6 to 8 hours per day and/or Saturday and Sunday 4 to 6 hours per day.
- 6) **MEDICAL:** A negative tuberculosis skin test provided by the Medical Services Division is required prior to selection and appointment.
- 7) **DOCUMENTS:** DEPARTMENT OF HOMELAND SECURITY: All new City employees must show satisfactory proof of identity and a legal right to work in the United States.

If you have ONE document from CATEGORY A, you will need no further documentation.

A. Documents that show both identity and employment eligibility: U.S. Passport, Alien Registration Receipt Card (Form I-551, Permanent Resident Card, or Unexpired Employment Authorization

Document that contains a photograph (Form I-7666, I-688, I-668A, I-688B).

**If you DO NOT have documentation from CATEGORY A, you will need one
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(OVER)

document from **CATEGORY B AND C.**

B. Documents that show identity only: Valid Driver License, D.M.V. ID Card, current School ID with photograph, U.S. Military Card, Draft Record or Military Dependent's ID Card.

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EMPLOYER (OVER)

C. Documents that show employment eligibility only: Social Security Card, original copy of U.S. Birth Certificate by a government agency with a seal, U.S. Citizen ID Card, or I.N.S. Employment Authorization Document.

All names and initials must match exactly when presenting one document from Category B and Category C. This includes, but is not limited to: spelling, titles, initials and surnames. Documents with missing information will not be accepted. All documents must be on hand at the test location or submitted to the office immediately following the test.

TESTING CRITERIA:

Applicants must score 70% correct on the written exam (pass/fail) to be considered.

PROCESSING:

Applicants will be contacted via email from the eligibility list to attend a part-time orientation. At that time, candidates will be provided information on fingerprinting, tuberculosis screening, and other job requirements.

*****IMPORTANT INFORMATION*****

IN ORDER TO BE CONSIDERED FOR THIS POSITION, APPLICANTS MUST REGISTER ONLINE TO TAKE THE WRITTEN EXAM. **ONLINE REGISTRATION DATES: 6/19/21 – 6/28/21**

TEST IS LIMITED TO THE FIRST **150** REGISTRATIONS.

USE THIS LINK TO REGISTER FOR THE EXAM: <http://bit.ly/2020pc>

SWIMMING POOL CLERK I EXAM

DATE: 7/3/2021

TIME: 9:00 A.M. – 5:00 P.M.

LOCATION: TBD

CANDIDATES MUST SHOW DOCUMENTATION LISTED ON REQUIREMENT # 3 AND # 7 ABOVE AT CHECK-IN.

CORRESPONDENCE AND UPDATES WILL BE SENT VIA EMAIL. We strongly advise applicants to add citywide.aquatics@lacity.org to your e-mail address book/contacts and/or safe list, to ensure receipt of notifications and to check your junk/spam email folder regularly.

**FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS
(323) 906-7953 citywide.aquatics@lacity.org**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency

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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.

(Rev. 6/3/2021)

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(Rev. 06/01/2021)

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