



Department of Recreation and Parks
ADMINISTRATIVE CLERK PLAYLA/ADAPTIVE PROGRAM
(Multiple Part-time Positions Available)
(Various Locations)

Summary of Duties: An Administrative Clerk performs general clerical work that may include: computer work, data entry and other tasks related to the Play LA/Adaptive division.

Qualifications

Must have a working knowledge of:

- Microsoft Office, Google Suite, and Adobe applications
- Correct punctuation, spelling, and grammatical usage
- Proficient in Microsoft Excel, Capturing and recording data, using pivot tables, sorting data
- Ability to create spreadsheets, share folders
- Office practices, including filing, indexing, and cross-referencing methods
- Able to create fliers using Publisher and Canva

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 spreadsheets to find information on timesheets
 - Inputting and tracking uniform orders
 - Inputting and tracking equipment orders
- 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;
- Takes inventories and prepares requisitions for supplies
- May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents;
- Assist management and executive staff with clerical assignments and scheduling;
- May do other tasks as assigned including preparing materials for training purposes
- Other duties as assigned.

Hours

Up to 20 hours a week

To Apply

Please e-mail your resume to:

Caroline Lammers or
Kelly Caldwell
rap.universalplay@lacity.org

Last day to apply:

Open until filled

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