



**City of Los Angeles Department of Recreation and Parks
Human Resources**

221 N. Figueroa Street, Los Angeles, CA 90012



**Administrative Clerk
(Part-time)**

Job Description

A part-time Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing, and organizing. Duties include but are not limited to:

- Maintains personnel records, prepares a variety of personnel documents, and maintains confidentiality;
- General office clerical work requiring some independent judgment such as:
 - Sorting, classifying, indexing, cross referencing, and filing reports, and other documents
 - Using documents such as manuals, catalogs, files, and spread sheets to find necessary information
 - Assisting constituents in person, by email, or by telephone, and referring them to proper sources
 - Answering phones
- Proofread reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operates various office machines including photocopiers, scanners, telephone, and related equipment;
- Assembles materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Types letters, reports, and other documents;
- May do other work for training purposes or to meet technological changes or emergencies;
- Assist management and executive staff with clerical assignments and scheduling; and
- Other duties as assigned.

Qualifications

Strong working knowledge of:

- Microsoft Office, Excel, and Adobe Applications;
- Correct punctuation, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross-referencing methods;
- Basic bookkeeping practices;
- Must be task oriented and have the ability to multitask in a fast-paced environment.

Ability to:

Perform moderately complex clerical work; Use judgment in organizing and completing assigned work efficiently; Learn and apply specific laws, rules, policies, regulations, and procedures; Deal tactfully and effectively with the public and other employees; and attention to details.

To Apply: Send resume and cover letter to rap.ptrecords@lacity.org with subject line of **ATTN: ANGEL AND CINDY: Administrative Clerk Application**

Last day to apply: Open until all positions are filled