



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



Web Site: [www.laparks.org](http://www.laparks.org) Email: [citywide.aquatics@lacity.org](mailto: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 2022 SWIMMING POOL POSITIONS ONLY

**SALARY:** \$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:** Supervision of locker room attendants, greet the public, 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 (6/12/22-9/5/22) in order to continue employment with Citywide Aquatics (after Labor Day).

#### REQUIREMENTS:

- EXPERIENCE:** None
- AGE:** 18 years of age by May 21, 2022.
- CERTIFICATION:** A Driver License must be presented at the time of test to be admitted. Swimming Pool Clerk must maintain a valid California Driver License throughout course of employment.
- TRANSPORTATION:** Must have daily access to an automobile.
- 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.
- MEDICAL:** A negative tuberculosis skin test provided by Medical Services Division is required prior to selection and appointment.
- 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-766, I-688, I-688A, I-688B).

**If you DO NOT have documentation from CATEGORY A, you need one document EACH from Categories 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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(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.

8. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf) (Download PDF reader).

**TESTING CRITERIA:**

Applicants must score 80% correct on written exam (pass/fail).

**PROCESSING:**

Candidates will be provided information on fingerprinting, tuberculosis screening, and other job requirements.

**APPLICATION:**

Applications will be processed on an as-received basis and promulgated to the eligible list accordingly.

**\*\*\*IMPORTANT INFORMATION\*\*\***

**ALL CANDIDATES MUST COMPLETE THE FOLLOWING STEPS:**

1. REGISTER ONLINE: <http://bit.ly/2022pc>

**Registration Link Opens Friday, February 18, 2022 AT 9:00 AM**

THE ONLINE APPLICATION IS LIMITED TO THE FIRST 150 REGISTRATIONS.

2. ATTEND THE LA CITY POOL CLERK TEST

**DATE:** Saturday, March 5, 2022

**TIME:** By appointment

**LOCATION: CITYWIDE AQUATICS HEADQUARTERS**

3900 Chevy Chase Drive  
Los Angeles, CA 90039

3. INVITED APPLICANTS WILL ATTEND APPLICATION PROCESSING:

**DATE:** Sunday, March 6, 2022

**TIME:** By appointment.

**LOCATION: CITYWIDE AQUATICS HEADQUARTERS**

3900 Chevy Chase Drive,  
Los Angeles, CA 90039

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

**CORRESPONDENCE AND UPDATES WILL BE SENT VIA E-MAIL.** We strongly advise applicants to add [citywide.aquatics@lacity.org](mailto: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 e-mail folder regularly.

**FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS**

**(323) 906-7953** [citywide.aquatics@lacity.org](mailto: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 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.

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