



# SEASONAL PART-TIME JOB ANNOUNCEMENT

## SWIMMING POOL CLERK I

(Code No. 1131-1)

This position is exempt from civil service.\*

OPEN TO FILL SUMMER 2023 POSITIONS

**SALARY:** \$19.17 /hour

**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 in order to continue employment with Citywide Aquatics (after Labor Day).

### REQUIREMENTS:

- EXPERIENCE:** None
- AGE:** 18 years of age by May 20, 2023.
- 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.

### ASSESSMENT CRITERIA:

Applicants must successfully pass the written assessment (pass/fail).

### ALL CANDIDATES MUST COMPLETE THE FOLLOWING STEPS:

- REGISTER ONLINE:** <http://bit.ly/2023-pc>  
**Registration Link Opens Friday, January 27, 2023 AT 9:00 AM**  
THE ONLINE APPLICATION IS LIMITED TO THE FIRST 150 REGISTRATIONS.
- COMPLETE THE LA CITY VIRTUAL POOL CLERK ASSESSMENT**  
**DATE:** Saturday, February 04, 2023
- INVITED APPLICANTS WILL ATTEND APPLICATION PROCESSING:**  
**DATE AND TIME:** Saturday, February 11, 2023 - By Appointment  
**LOCATION:** CITYWIDE AQUATICS HEADQUARTERS  
3900 Chevy Chase Drive,  
Los Angeles, CA 90039

**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. 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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf) (Download PDF reader).

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