ADMINISTRATIVE CLERK UNIVERSAL PLAY PROGRAM
(Part-time- 2 Positions available)

Qualifications
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

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;
• 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;
• Other duties as assigned.

Hours
Up to 20 hours a week

Primary Work Location
Metro Region Office – 3900 Chevy Chase Drive, Los Angeles, CA 90039

To Apply
Please e-mail your resume to: Universal Play Staff
rap.universalplay@lacity.org

Last day to apply: September 15, 2021