



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
VALLEY MAINTENANCE DIVISION
6335 WOODLEY AVE, VAN NUYS, CA 91406
Phone: (818) 756-8189 Fax: (818) 908-9786



EMPLOYMENT OPPORTUNITY ADMINISTRATIVE CLERK (PART-TIME)

Available Hours (20 hours per week):

Work schedule will be Monday through Friday, hours may vary from 6:00 am to 10:00 am or 12:00 pm to 4:00 pm. The assigned work schedule is based upon needs of the Division. Work location may vary between our main office or 6 district offices within the San Fernando Valley.

DESCRIPTION OF DUTIES:

- Provide clerical support to Division staff
- Assist constituents in person or by telephone, and refer them to proper sources
- Process and close out job orders on computerized work order system
- Review, enter, edit, and submit employee timesheets into D-Time payroll system while meeting payroll deadlines
- Assist in the processing and maintaining of Worker's Compensation, FMLA and other work-related documents as well as communicate with appropriate Human Resources staff as needed
- Assist in processing and preparing Auto Accident Reports and other reports as needed
- Assist in maintaining inventory of office and other supplies
- Assist with placing and receiving purchase orders using the FMS system
- Maintain and update office files and reference material
- Drive City vehicle to deliver or pick up documents from other City offices

REQUIRED QUALIFICATIONS:

- Must have one year of work experience in an office environment
 - Must have experience in the handling of sensitive and confidential information
 - Individual must be organized, dependable, motivated to work, able to multitask, and possess a positive attitude and team working skills
 - Willingness to take on new task or assignments as needed
 - Good knowledge of personal computer and Microsoft Office and Google Suite programs
 - Good knowledge of basic office procedures and proper phone etiquette
 - Valid California Driver's License is required
- Resumes will be reviewed to ensure that minimum qualifications are met. Candidates who are selected will be contacted for an interview.

TO APPLY

Please email your resume to Angelica Rojas
Email: Angelica.Rojas@lacity.org

LAST DAY TO APPLY

Open until sufficient applications received.