

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
VALLEY REGION RECREATION DIVISION

PART-TIME ADMINISTRATIVE CLERK

Salary: \$20.44 - \$29.90 Hourly

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

AVAILABLE HOURS (up to 15-20 hours per week)

This work schedule may vary and is based upon the needs of the Department.

Location: Camp Hollywoodland (3200 Canyon Drive Hollywood, Ca 90068)

DESCRIPTION OF DUTIES

- Answer phones
- Process and prepare reports and filing
- Assist in maintaining inventory systems
- Maintain and update office files
- Drive City vehicle

QUALIFICATIONS

- Six months work experience in an office environment is desired
- Good knowledge of personal computer use, Microsoft Office and Google Workspace
- Good knowledge of basic office procedures and proper phone etiquette
- Valid California Driver License
- Organized, dependable, motivated to work, able to multitask, and possess a good attitude

TO APPLY:

Send resume via email to

Lynette Smith lynette.smith@lacity.org

Kristen Demmerle kristen.demmerle@lacity.org

LAST DAY TO APPLY: June 1, 2023