



## City of Los Angeles Department of Recreation and Parks

### VALLEY REGION HEADQUARTERS AND PERMIT OFFICE



## ADMINISTRATIVE CLERK (Part-time)

### Qualifications

Strong working knowledge of:

- Microsoft Office, Google Suite, and Adobe Applications;
- Correct punctuation, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross-referencing methods;
- Basic bookkeeping practices; and
- Must be task oriented and have the ability to multitask in a fast-paced environment.

### Job Description

A part-time 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 documents such as manuals, catalogs, files, and computer printouts to find necessary information;
  - Assisting constituents in person, by email, or by telephone, and referring them to proper sources;
  - Answering questions and records requests and complaints; and
  - Receiving and checking permit applications for errors checking the database for insurance compliance
- Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operating various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembling materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Typing letters, reports, statistical and financial tables, and other documents;
- Assist management and executive staff with clerical assignments and scheduling; and
- Other duties as assigned.

### Schedule ne Primary Work Location

Monday-Friday, up to 20 hours a week, 1:00 p.m. to 5:00 p.m.

Valley Region Headquarters (3 vacancies), 6335 Woodley Ave., Lake Balboa, CA 91406

### Salary: \$19.04 per hour

- The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
- Upon completion of one year and 1,000 hours worked in a service year, employees are eligible for a health plan, accrue vacation time, and receive holiday pay on City recognized holidays.

### To Apply

Please e-mail your resume to:

Trish Delgado  
trish.delgado@lacity.org

Last day to apply:

Open until sufficient applications received.