City of Los Angeles  
Department of Recreation and Parks  
CSP/Citywide Bus Program  

PART- TIME ADMINISTRATIVE CLERK  
$20.44 per hour  

AVAILABLE HOURS (up to 20 hours per week)  
10:00 a.m. to 2:00 p.m., Monday through Friday. This work schedule may vary and is based on program needs.

PRIMARY WORK LOCATION: West Region Headquarters - 2459 Motor Ave., Los Angeles, CA 90064

DESCRIPTION OF DUTIES:  
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:  

- 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 or by telephone, and referring them to proper sources;  
  - Answering questions and records requests and complaints; and  
  - Receiving invoices or applications for permits and checking them for errors.  
  - Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;  
- Operates various office machines including, computers, photocopiers, scanners, telephone, and related equipment;  
- Answer phones and place calls to appropriate vendors for reference, scheduling, and information.  
- Assembles materials for manuals, mailing or shipping;  
- May pick-up or distribute materials to others;  
- Types letters, reports, statistical and financial tables, and other documents;  
- May handle cash transactions;  
- Assist management with two high profile citywide programs.  
- Other duties as assigned.

QUALIFICATIONS:  
- One-year work experience in an office environment is desired  
- Proficient knowledge of Microsoft Suite and Google Forms;  
- Correct punctuation, spelling and grammatical usage;  
- Proficient knowledge of commonly used office machines, and personal computer  
- Working knowledge of office practices, including filing, indexing, and cross-referencing methods;  
- Basic bookkeeping practices  
- Must be organized, dependable, responsible, able to multitask, and possess a good attitude.

TO APPLY:  
Please e-mail your resume to Leslie Richter at Leslie.Richter@lacity.org.

LAST DAY TO APPLY:  
Open until sufficient applications received.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf