

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
West Region Construction
PART-TIME ADMINISTRATIVE CLERK (1358-0)

Work Hours (up to 20 hours per week):

10:30am to 2:30pm, Monday through Friday. This work schedule may vary and is based on need.

WORK LOCATION:

2459 Motor Ave., Los Angeles, CA 90272

DESCRIPTION OF DUTIES:

Administrative Clerks provide office Clerical Support which can include; Word Processing, Data Entry, Filing, Customer Service, Personnel Communications, Procurement, and other general Clerical functions.

Duties include:

- Data Entry via Microsoft Suite or Google Workspace
- Sorting, Indexing, Cross-referencing, and Filing documents on a digital platform
- Assisting RAP Employees in person, telephone, or email.

QUALIFICATIONS:

- Six months of work experience in an office environment is desired.
- Proficient knowledge of Personal Computer use, including Microsoft Suite and Google Workspace.
- Proficient knowledge of basic office procedures and proper phone etiquette.
- Organized, dependable, motivated to work, able to multi-task, and possesses a professional attitude.

TO APPLY:

Please e-mail resume to:

Christopher.lopez@lacity.org

Subject: Part-Time Administrative Clerk

Application Submission Deadline: Open until Position is filled.