



CITY OF LOS ANGELES
Department of Recreation and Parks
CITYWIDE AQUATICS DIVISION
Web Site:www.laparks.org Email:citywide.aquatics@lacity.org



SEASONAL PART-TIME JOB ANNOUNCEMENT

SWIMMING POOL CLERK I

(Code No. 1131-1)

This position is exempt from civil service.*

OPEN TO FILL SUMMER 2024 POSITIONS

SALARY: \$19.17 /hour

DUTIES: Supervise locker room attendants, greet the public, receive payments and fees and admit patrons; deposit money daily at the bank, answer the phone in a courteous and professional manner; secure patrons' valuables, and maintain daily records of attendance, cash receipts and class registrations. Basic computer skills are required.

As a condition of employment, a Swimming Pool Clerk must attend all in-service training and must work a minimum of 20 hours (does not include paid training/orientation, holidays or any compensated time off) between Memorial Day and Labor Day in order to continue employment with Citywide Aquatics (beyond Labor Day).

REQUIREMENTS:

1. **EXPERIENCE:** None
2. **AGE:** 18 years of age by May 27, 2024.
3. **CERTIFICATION:** A Driver License must be presented at the time of test to be admitted. Swimming Pool Clerk must maintain a valid California Driver License throughout the course of employment.
4. **TRANSPORTATION:** Must have daily access to a personal automobile.
5. **AVAILABILITY FOR WORK:** Swimming Pool Clerk I must be available for at least one of the following work schedules: Monday through Friday 6 to 8 hours per day and/or Saturday and Sunday 4 to 6 hours per day.

ASSESSMENT CRITERIA:

Applicants must successfully pass the written assessment (pass/fail).

ALL CANDIDATES MUST COMPLETE THE FOLLOWING STEPS:

1. **REGISTER ONLINE:** <http://bit.ly/2024pc>
Registration link will open Friday, December 8, 2023, at 9:00am - Friday, December 22, 2023, at 9:00am
2. **COMPLETE THE L.A. CITY VIRTUAL POOL CLERK ASSESSMENT**
DATE: Sunday, December 24, 2023 - Saturday, December 30, 2023
3. **INVITED APPLICANTS WILL NEED TO ATTEND APPLICATION PROCESSING AS LISTED BELOW:**
DATE: Saturday, January 6, 2024
TIME: By Appointment
LOCATION: CITYWIDE AQUATICS HEADQUARTERS
3900 Chevy Chase Drive,
Los Angeles, CA 90039

FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS

(323) 906-7953 citywide.aquatics@lacity.org

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf (Download PDF reader).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER