

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)

10:00 a.m. to 2:00 p.m., Monday through Friday. This work schedule may vary and is based upon the needs of the Department.

Location: Valley Region (6335 Woodley Ave Van Nuys, Ca 91406)

DESCRIPTION OF DUTIES

- Answer multi-use phones
- Assist with placing and receiving purchase orders using the ordering system
- Assist with processing reports for multiple divisions
- Review and process employment applications
- Provide clerical support to Division staff
- 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

Erica Rodriguez Erica.Rodriguez@lacity.org

Juan Aynat Juan.Aynat@lacity.org

LAST DAY TO APPLY: March 6, 2024

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