

**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](mailto: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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)