



## City of Los Angeles Department of Recreation and Parks



### WEST REGION ADMINISTRATION ADMINISTRATIVE CLERK (Part-time)

#### Qualifications

Have a working knowledge of:

- Microsoft Suite and Google Forms;
- Correct punctuation, spelling, and grammatical usage;
- Basic arithmetic;
- Commonly used office machines, and personal computer;
- Office practices, including filing, indexing, and cross-referencing methods; and
- Basic bookkeeping practices.

#### Job Description

A part-time 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:

- General office 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 applications for permits and checking them for errors.
- Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operating various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembling materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Typing letters, reports, statistical and financial tables, and other documents;
- May handle cash transactions;
- Assisting management and executive staff with clerical assignments and scheduling;
- May perform the duties of a Live Scan Operator
- Other duties as assigned.

#### Hours

Up to 20 hours a week

#### Primary Work Location

West Region Headquarters Office (1 vacancy) – 2459 Motor Avenue, Los Angeles 90064

#### To Apply

Please e-mail your resume to:

Laura Island

Email: [laura.island@lacity.org](mailto:laura.island@lacity.org)

Phone: (310) 202-2803

**Deadline to Submit Application:** Open until February 10, 2023.