

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
RIO DE LOS ANGELES STATE PARK DIVISION

PART-TIME ADMINISTRATIVE CLERK (1358-0)

AVAILABLE HOURS (up to 20 hours per week)

9:00am to 2:00pm| Monday-Friday. (Hours may vary depending on program needs)

PRIMARY WORK LOCATION

1900 N. San Fernando Rd., Los Angeles, CA 90065/ 3916 S. Western Ave, Los Angeles, CA 90062 (once a month)

DESCRIPTION OF DUTIES

Administrative Clerks perform general office clerical work, which may include customer service, basic word processing, data entry, filing, organizing and related work. Duties include:

- Clerical work requiring some independent judgment, such as:
 - Sorting, classifying, indexing, cross referencing, and filing correspondence and documents
 - Assisting constituents in person or by telephone and referring them to the proper sources
 - Receiving invoices or applications for permits and employment and checking for errors o Proofreading reports for errors in typing, spelling, punctuation, grammar and capitalization
- Operating various office machines including computers, photocopiers, and multi-use telephones
- Answering phones, taking detailed messages and placing calls to staff and patrons
- Sorting and distributing materials to others
- Providing clerical support to division personnel and assisting with region programs
- Driving City vehicles
- Other duties as assigned

QUALIFICATIONS

- Six months of work experience in an office environment is desired
- Proficient knowledge of personal computer use, including Microsoft Suite and Google Forms
- Proficient knowledge of basic office procedures and proper phone etiquette
- Valid California driver's license
- Organized, dependable, motivated to work, able to multi-task and possesses a good attitude

TO APPLY: Please e-mail resume to

rap-lacityunited@lacity.org and Kathelene.cuevas@lacity.org

Attn: Admin Clerk; Rio de Los Angeles

LAST DAY TO APPLY

Open until filled.