

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS**  
**CONTRACT ADMINISTRATION SECTION**  
**EMPLOYMENT OPPORTUNITY**

**PART-TIME ADMINISTRATIVE CLERK**

**\$25.15 per hour**

*(The current salary range is subject to change. You may confirm the starting salary before accepting a job offer.)*

**AVAILABLE HOURS (up to 20 hours per week)**

7:00 a.m. to 12:00 p.m., Monday through Thursday. This work schedule may vary and is based upon the needs of the Department.

**LOCATION:** Valley Region Headquarters: 6335 Woodley Avenue, Van Nuys, CA 91405.

**DESCRIPTION OF DUTIES**

- Answering phones and taking down messages.
- Generating and sending out emails.
- Coordinating calendars.
- Registering projects.
- Provide clerical support to Division staff.
- Prepare and process various documents, reports and correspondences.
- Assist in maintaining ongoing status reports.
- Maintain and update project files and reference material.
- Drive City vehicle to deliver or pick up documents from other City offices.

**QUALIFICATIONS**

- One-year 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.
- Experience in the use of office equipment (e.g., copier, printer, scanner, multi-line phones).
- Ability to be organized, dependable, motivated to work, able to multitask, and possess a good attitude.

**TO APPLY:** Send resume via email to Jacqueline Lopez at [Jacqueline.g.lopez@lacity.org](mailto:Jacqueline.g.lopez@lacity.org). Email subject line must read "Part Time Administrative Clerk Opportunity – Your Full Name".

**LAST DAY TO APPLY:** Open until sufficient applications received.