

**VALLEY REGION - RECREATION DIVISION**

6335 Woodley Ave Van Nuys, Ca 91406

**PART-TIME ADMINISTRATIVE CLERK**

**Salary:** \$25.15 - \$32.99 Hourly

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

We are seeking a highly organized, detail-oriented, and dependable Administrative Clerk to support the daily administrative operations of our office. The ideal candidate will have strong clerical skills, a professional attitude, and the ability to work both independently and as part of a team.

**HOURS AVAILABLE (up to 15-20 hours per week)**

Work schedule may vary and is based upon the needs of the Department.

Location: **Valley Region Headquarters** (6335 Woodley Ave Van Nuys, Ca 91406)  
Monday - Friday. 1:30 p.m. to 5:30 p.m.

*Upon completion of 1,000 hours worked in service year employees are eligible for an employee-only health plan, accrue vacation time, and receive holiday pay on City recognized holidays.*

**DESCRIPTION OF DUTIES**

- Answer multi-line phones.
- Assist with placing and receiving purchase orders.
- Assist with processing and proofreading reports.
- Review and process employment applications.
- Provide clerical support to supervisory staff.
- Assist constituents and refer them to the proper division/staff.
- Assist with record keeping.
- Maintain and update office files, assemble materials for mailing and/or shipping.

**QUALIFICATIONS**

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), and Google Workspace.
- Knowledge of basic office procedures and proper phone etiquette.
- Ability to multitask and prioritize workload efficiently.
- Attention to detail and accuracy in data entry and document handling.
- Valid California Driver License

**TO APPLY:** Send resume via email to [rap-valleyrecreation@lacity.org](mailto:rap-valleyrecreation@lacity.org)

**LAST DAY TO APPLY:** May 16<sup>th</sup>, 2026