

**Department of Recreation and Parks
METRO REGION ADMINISTRATION**



**ADMINISTRATIVE CLERK
(Part-time- 3 Positions available)**

Qualifications

Knowledge of:

- Microsoft Office, Google Suite, and Adobe applications
- Correct punctuation, spelling, and grammatical usage
- Proficient in Microsoft Excel, Capturing and recording data, using pivot tables, sorting data
- Ability to create spreadsheets, share folders
- Office practices, including filing, indexing, and cross-referencing methods
- Able to create fliers using Publisher

Job Description

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:

- General office clerical work requiring some independent judgment such as:
 - Sorting, classifying, indexing, cross referencing, and filing correspondence, reports, and other documents;
- Proofreading reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary;
- Operates various office machines including, photocopiers, scanners, telephone, and related equipment;
- May act as a receptionist;
- Assembles materials for mailing or shipping;
- May pick-up or distribute materials to others;
- Types letters, reports, statistical and financial tables, and other documents;
- Assist management and executive staff with clerical assignments and scheduling;
- Other duties as assigned.

Hours

Up to 20 hours a week

Shift 1: Monday to Friday 9:00 AM to 1:00 PM

Shift 2: Monday to Friday 1:00 PM to 5:00 PM

Primary Work Location

Metro Region Office – 3900 Chevy Chase Drive, Los Angeles, CA 90039

To Apply:

Please e-mail your resume to:

Maribel.rodriguez@lacity.org

Last day to apply:

May 16, 2025