

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

PART-TIME ADMINISTRATIVE CLERK

\$21.70 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)

7:30 a.m. to 11:30 a.m., Monday through Friday. 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).
- Must 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. Email subject line must read "Part Time Administrative Clerk Opportunity – Your Full Name".

LAST DAY TO APPLY: Open until sufficient applications received.