

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
VALLEY REGION**

PART-TIME CLERK TYPIST

**For current Recreation and Parks Part-Time Employees only.
Applicants from outside the Department will not be accepted at this time.**

Valley/Shoreline District Office – 310-202-2803

Location – Valley/Shoreline District Office-2459 Motor Ave, Los Angeles, CA 90064 Free parking available.

Available hours: Hours – 15 to 18 hours per week. Monday through Friday.
HOURS MAY VARY.

Available positions: 1

Description of duties:

This position reports to the Sr. Clerk Typist in the Valley/Shoreline Recreation District Office. The position serves the district's Personnel information desk. Those selected will be cross-trained and will perform routine clerical tasks, many of which require independent judgment, discretion, confidentiality and sensitivity. Must have excellent written and oral communication skills, must be multi-task oriented, and work efficiently and effectively under moderately stressful situations. May assist the public via phone or internet in locating parks, recreational facilities and programs to suit their needs and may be required to explain rates, fees, and reservation/rental protocol and procedures. May proofread and correct correspondence from staff. Duties will also include maintenance of an efficient filing system, data entry, answering and routing phone calls and candidate may occasionally assist other clerical and/or senior staff members with projects.

Qualifications:

Candidate should have a good knowledge of basic office procedures (typing 45 wpm, faxing, photocopying, etc.), computer applications and software (Word, Excel, Access, Internet, etc).

To apply:

Send a cover letter and resume to: Debbie Bayes, Sr Clerk Typist
(310) 202-2803 or email Debbie.Bayes@lacity.org.

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Last day to apply: OPEN UNTIL POSITION IS FILLED