

City of Los Angeles Department of Recreation and Parks

Administrative Clerk (Part-Time)

Salary

\$17.15

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

Duties

Administrative Clerk performs general office work, which may include but is not limited to; customer service, working with Microsoft Office Programs, data entry, filing, organizing, and other related work.

Requirements

Minimum qualifications include; at least 6 months of experience in customer service, answering a high volume of phone calls on a daily basis, working in an interactive office environment, and ability to work independently. Must be proficient in Excel, Word, Publisher, Google Documents, and Gmail. All candidates must possess a valid Driver License.

Resumes will be reviewed to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin. Candidates who are selected to move forward in the application process will be contacted by phone.

Notes

Location: Contract Administration Section: 6335 Woodley Avenue, Van Nuys, CA 91405
Schedule: Monday – Friday, 12:30 p.m. – 4:30 p.m.

Application Deadline

All resumes must be received via email by Friday, June 30, 2017 at 4:00p.m.
Interviews will be scheduled for the week of July 10 – July 14, 2017, between the hours of 9:00 a.m. – 4:00 p.m.

Last Day to Apply: Friday, June 30, 2017

Please submit resume to Jacqueline.Gutierrez@lacity.org