

**CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
JIM GILLIAM RECREATION CENTER**

4000 South La Brea Ave.
Los Angeles, CA 90008
(323) 291-5928
fax (323) 290-3151

Recreation Assistant – Clerical

Available positions: 1
(Year round)

Available Hours: 10-20 hrs. a week

Description Of Duties: basic clerical skills; able to create documents such as memos, fliers and reports; minor financial book keeping required; bilingual a plus.

Hours: Flexible afternoon hours due to availability of employee.

Qualifications: Experience with filing system; excellent phone etiquette; exercise good judgment; energetic with good customer service; dependable and requires minimal supervision. Experience working with Microsoft Words, Microsoft Excel, and Microsoft Publishers.

To Apply: Send resume to or apply with:

Denise Stansell, Senior Recreation Director
4000 South La Brea Ave.
Los Angeles, CA 90008
or fax resume to (323) 290-3151

Last Day to Apply: May 24, 2017