

City of Los Angeles Department of Recreation and Parks

Municipal Sports
3900 Chevy Chase Drive
Los Angeles, CA 90039
(818)246-5613

Administrative Clerk (Part-Time)

Available Hours:

20 hours per week, Tuesday through Friday 12:00 p.m. - 5:00 p.m.

Work Location:

Municipal Sports at CSY: 3900 Chevy Chase Drive, Los Angeles, CA 90039

Duties:

Under the general supervision of Full-Time Staff, the Administrative Clerk: reviews permit requests, does data entry, processes paperwork, makes permit blocks, invoices and permits, keeps up-to-date records on all permit groups for a given area, sets lighting schedules on-line based on permit use at various facilities, performs some general office work and other office related tasks as needed.

Minimum Qualifications:

- Must have ability to do data entry and strong writing skills.
- Must have experience in customer service by email, by phone and in person.
- Must be proficient in Excel, Word, Google Documents, and Gmail.
- Must be responsible, reliable and organized.
- Must have ability to enforce and support city policies, rules and procedures.
- Must have ability to multi-task and work as part of a team.
- Ability to speak Spanish is a plus.

To Apply:

All resumes must be received via email by Monday, October 16, 2017 at 4:00p.m.
Interview will be scheduled following receipt of resume

Submit resume to Marc.Gross@lacity.org and Traci.Goldberg@lacity.org