

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
ADMINISTRATIVE CLERK

\$18.00 per Hour

(The current salary range is subject to change.)

The Department of Recreation and Parks is recruiting for part-time Administrative Clerk.

AVAILABLE HOURS:

20 hours per week based on the budgetary and operational needs of the Department.

DUTIES:

Assists Risk Manager of the Human Resources Section.

General Job Description: Duties will include the review of Special Occurrence and Loss Reports and Non-Employee Accident or Illness Reports. You will be responsible for dividing risk reports from major and non-major incidents. Filing Risk reports, assigning claims to various departments and entering all claims into an excel spreadsheet. Duties will also include answering and routing of phone calls, routine typing, filing, documents control (sorting of mail, faxes, etc.), faxing, photocopying, processing and routing of various departmental documents with strict time constraints. This position will require great attention to detail, strong organizational skills and the ability to maintain confidentiality. Strong interpersonal skills with an ability to maintain a high level of customer service. Be able to work creatively, independently and collaboratively as a team member and be able to multi-task and prioritize projects.

HOW TO APPLY: Please submit a resume to rap.hrcerts@lacity.org. The subject line should include the part-time Administrative Clerk.

DEADLINE: August 11, 2017.