



ADMINISTRATIVE CLERK EXEMPT OPPORTUNITY

LOCATION:

Primary work location: Expo Center- 3980 Bill Robertson Ln Los Angeles, CA 90037. This position requires travel to various sites for Live Scan operations and other work-related duties.

BACKGROUND:

The Los Angeles City Department of Recreation and Parks is seeking two Administrative Clerks for the Live Scan Operations team. This position primarily involves conducting live scan fingerprinting, including completing related forms and reports, operating live scan equipment, and monitoring the equipment's maintenance needs. In addition to fingerprinting duties, the Administrative Clerk will perform general clerical tasks, such as customer service, word processing, data entry, filing, and organizing. The role has a variable schedule, Monday through Saturday, including weeknights and weekends as needed.

QUALIFICATIONS & SKILLS:

- Strong organizational, multitasking, and attention-to-detail skills.
- Excellent written and verbal communication abilities.
- Ability to work independently and collaboratively.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Meet).
- Experience with basic office equipment.
- Strong customer service skills and a desire to work with the public.
- Valid California Driver's License with a good driving record.

WORK SCHEDULE:

The Administrative Clerk hours is part-time, totaling 20 hours per week, Monday through Saturday, including evenings and weekends as needed. Travel between sites is required. This position has a maximum limit of 1,040 hours per service year, which begins on the employment start date and renews annually. Telecommuting is not available; the role is on-site.

RESPONSIBILITIES:

- Maintain a valid CA Dept. of Justice Fingerprint Roller Certification.
- Conduct live scan fingerprinting for City of Los Angeles related applicants, through the digital capture of legible fingerprint impression images.
- Perform routine data entry and maintain a daily log of transactions.
- Answer calls and emails regarding live scan appointments and processing questions.
- Clean and disinfect fingerprint equipment after each use and maintain a clean work area daily.
- Initiate service and maintenance requests for fingerprint equipment.
- Perform general office clerical work that may require independent judgment.
- Travel to various locations for hiring events during weekdays, evening, and weekends as needed.
- Perform other duties as assigned.



COMPENSATION AND BENEFITS:

Administrative Clerk – Starting at \$21.07 per hour. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer. Please note that this position is not a permanent Civil Service position with the City of Los Angeles. Therefore, the position is not eligible for any employment benefits until an employee has completed one service year and 1,000 hours worked per MOU 03.

To Apply:

Electronic submittals are required. Please include Live Scan Ops Administrative Clerk- First and Last Name in the subject line of your email.

Interested candidates should submit a resume to rap-rsbhiring@lacity.org.

Application Deadline: Wednesday, March 5, 2025