

**City of Los Angeles Department of Recreation and Parks
Executive Office
221 North Figueroa St. #350
Los Angeles, CA 90012**

**PART-TIME ADMINISTRATIVE CLERK
NUMBER OF POSITIONS AVAILABLE**

1

HOURS AVAILABLE: MONDAY through FRIDAY (Friday Required)
8:00a.m.-5:00p.m. (Hours Variable)

**WEEKLY AVAILABLE HOURS
15-20 HOURS PER WEEK**

Description of Duties:

Administrative Clerk in the Executive Office. General office clerical work which may require using independent judgment, communicating verbally, drafting/responding to emails and memos, when required.

Sorting, classifying, indexing, cross-referencing and filing. Assisting patrons, employees and business representatives by email or telephone, and referring them to proper sources and/or taking messages and following up when necessary. Various routine and repetitive tasks that normally follow established procedures, including data entry into on-line systems and Google Drive. This position requires ability to maintain confidentiality of various human resources and public/private information.

Qualifications:

Ability to operate various office machines, including computers with various software: must have knowledge of Google Workspace (Gmail, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meets, Google Chat, and Google Sites). Position may require experience or familiarity with Adobe Illustrator or Photoshop, as well as MS Excel and Word.

Ability to communicate with all levels of civil service via phone, email and in writing. Ability to type, proofread and act as receptionist. Organization skills are required to keep office functioning in uninterrupted manor. May require some pick-up and delivery services. A California Driver's License is desirable but not required.

To Apply:

Please send resume by email to:

Desiree Ramirez

Email: Desiree.Ramirez@lacity.org

Please prepare to provide 2 professional references.

LAST DAY TO APPLY: APRIL 1st, 2025