

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
MAINTENANCE OPERATIONS**

**EMPLOYMENT OPPORTUNITY
PART-TIME ADMINISTRATIVE CLERK**

\$21.70 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.)

AVAILABLE HOURS (up to 20 hours per week)

Monday through Friday; 6:00 a.m. to 10:00 a.m., 7:00 am to 11:00 am (Griffith Park). The work schedules may vary and are based upon the needs of the Department.

Locations: Griffith Park, Downtown Los Angeles, and East Los Angeles

DESCRIPTION OF DUTIES

- Answer phones; obtain phone messages
- Process and close out job orders on computerized work order system
- Accurately review, enter, edit, and submit employee timesheets into payroll system while meeting payroll deadlines
- Review and process employment applications
- Provide clerical support to Division staff
- Assist in processing and maintaining Worker's Compensation claims
- Process and prepare miscellaneous reports correspondences
- Assist in maintaining inventory systems
- Assist with placing and receiving purchase orders using the FMS4LA system
- Maintain and update office files and reference material
- Drive City vehicle to deliver or pick up documents from other City offices

QUALIFICATIONS

- One-year work experience in an office environment is desired
- Good knowledge of personal computer use, Microsoft Office and Google Workspace
- Good knowledge of basic office procedures and proper phone etiquette
- Valid California Driver License
- Must be organized, dependable, motivated to work, able to multitask

TO APPLY:

Send resume via email to Melissa Rivas at melissa.rivas@lacity.org. Please indicate what location you are applying for in the body of the email.

LAST DAY TO APPLY:

January 7th, 2025