



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CABRILLO MARINE AQUARIUM**

Administrative Clerk

(1 part-time position available)

\$20.44 an hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

The Department of Recreation and Parks (RAP) has a part time opportunity at Cabrillo Marine Aquarium.

AVAILABLE HOURS/LOCATION:

- 15-20 hours weekly. (Monday – Friday, 9am – 5pm)
- Must be available to work some weekends and nights based on facility needs and events.
- Cabrillo Marine Aquarium - 3720 Stephen M White Drive, San Pedro, CA 90731

DESCRIPTION OF DUTIES:

- Customer Service - answering phones, email communication, and correspondence.
- Provide general clerical support to the Administrative Team which includes:
 - data entry on Access, Excel and other Department systems
 - taking reservations for programs/classes, event planning via phone and email
 - correspondence with schools and organizations for reservations, fees and scholarships
 - photocopying records, typing, editing, scanning
 - distributing interdepartmental correspondence, sorting mail
 - maintaining files, organizing and preparing files for records retention
- Process payments of credit cards, checks and cash
- Daily use of internal RAP system (RecTrac) including refunds
- Oversight of Google Calendar
- Correspondence between staff and schools for reservations and updates
- Assist with weekly reports.

QUALIFICATIONS:

- Must be 18 years of age
- Must possess a valid California Driver's License and a good driving record
- Must have 6 months full time or 1 year part time of clerical work
- Must be proficient in Microsoft Office and Google applications.
- Must be able to communicate effectively with the public, staff, supervisors and other departments
- Ability to follow directions and work under minimum supervision
- Efficient and work in a timely manner to organize and prioritize facility needs
- Resourceful and effective in multi-tasking and ability to set/accomplish priorities

Please email your resume or any questions to connie.duran@lacity.org

Deadline: April 30, 2024 or Until Sufficient Applications Are Received

An Equal Employment Opportunity Employer

As a covered entity under the Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf