

**Department of Recreation and Parks  
Maintenance Division**

*For current Recreation and Parks “Clerk Typist” Part-Time Employees only*

**GRIFFITH REGION OFFICE**

**Part Time Clerk Typist (Class 1358)**

**Job Description/Schedule**

Interact in person and on the phone providing information to the public and City of Los Angeles staff. Schedule to be determined by operational needs. 20 hours per week

**Job Qualifications**

The job requires excellent verbal and written communication skills. Candidates should have familiarization with Microsoft Office Word, Excel, copy and fax machines. Job may require some bookkeeping and filing. Familiarization with park and recreation facilities, RAP Intranet and Payroll System (D-Time) is helpful. The job can be very fast paced and involves multi-tasking and working with fellow employees as a Team.

**To Apply:** Send a cover letter and resume to: Stefanie Smith, Acting Sr. Park Maintenance Supervisor (818) 243-6472 or e-mail Stefanie.Smith@lacity.org

**For current Recreation and Parks Part-Time employees only.  
Applicants from outside the Department will not be accepted at this time.**

**Last day to apply:** OPEN UNTIL POSITION FILLED