

ADMINISTRATIVE CLERK

SALARY:

Starting at **$26.16/hour.**
This is an exempt, part-time position.

DUTIES:

An Administrative Clerk performs general office clerical work, which may include customer service, basic word processing, data entry, filing/organizing, and related work.

POSITION NOTES:

- Some positions may require a valid California driver's license prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
- Applications are accepted subject to review to ensure that minimum qualifications are met.
- Positions available at varying LASAN locations as needed, across the City of Los Angeles. Applications may be held for up to two years.
- **Email completed application to san.jobapplications@lacity.org with "Exempt Administrative Clerk" in the subject line.**

DOWNLOAD THE CITY APPLICATION

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As a covered entity under the Fair Employment and Housing Act and 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 accommodations to ensure equal access to its programs, services, and activities.