

**CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION & PARKS**

**Park Services Division**  
4800 Griffith Park Dr, Los Angeles 90027  
323-661-9465

**Assistant Park Services Attendant I (APSA I) – Pay Tennis Booth Attendant**

**Salary: \$15.06 per Hour**

(The current salary range is subject to change)

Pay Tennis Booth Attendants are part-time, at-will employees of the City of Los Angeles, Department of Recreation & Parks limited to 1040 hours per year.

Park Services Office operates 7 different pay tennis facilities located at various parks throughout the City. Our Facilities are located at Balboa, Cheviot Hills, Poinsettia, Palisades, Griffith–Riverside, Griffith–Vermont Canyon, Westchester and Westwood. Hours of Operation vary by location but are between 8:00 a.m. and 10:00 p.m.

**Available Hours:**

- 10 – 20 hours per week, based on schedule and shift availability.
- Hours and reporting location may vary.
- Must be available to work evenings, weekends and holidays.

**Description of Duties:**

- Use a computer POS system to create and check in tennis reservations.
- Cash & credit card handling.
- Provide customer service to park patrons.
- Light cleaning & maintenance – sweeping the tennis courts, cleaning the booth, etc.
- Create, renew, and update Patron's Memberships.
- Communicate with management regarding any issues, concerns or comments.

**Qualifications:**

- Must be 18 years or older & have high school diploma.
- Previous cash handling experience preferred.
- Basic Computer Skills – Word, Excel and Email.
- Must be responsible, dependable, and able to work with minimal direction.

**To Apply:** Submit a City application & resume to:      [Anthony.Gallo@lacity.org](mailto:Anthony.Gallo@lacity.org)

City applications can be obtained at the following link: <http://per.lacity.org/application.pdf>  
(Resumes will not be accepted without a City application)

**Deadline date to apply:** Last Day to Apply: February 19, 2016  
Job info posted at [www.laparks.org](http://www.laparks.org)