



ADMINISTRATIVE CLERK (1358)

The following information is being given to describe potential opportunities as an **Administrative Clerk**. The career ladder that this title commonly follows has been illustrated in the diagram below. With specific types of experience, promotional or lateral movement between these lines is also possible. You may view the [class specification](#) or [job bulletin](#) for each title within the career ladder to review specific information about each job. It is encouraged to examine the options available, to be able to promote for what you qualify for. You may also visit the [Personnel Department's website](#) for additional information related to jobs available within the City of Los Angeles.

Please Note: Requirements for each job classification are subject to change with each administration of the civil service examination.

