



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
OPEN COMPETITIVE JOB OPPORTUNITY



CLERICAL SERIES EXAMINATION

Bulletin No. 1939BR

Posting Date: October 29, 2010

JOB TITLE	<u>INTERMEDIATE CLERK</u> <u>INTERMEDIATE CLERK/LIGHT TYPING AND INTERMEDIATE TYPIST-CLERK</u> <u>ONLINE FILING ONLY. PAPER APPLICATIONS WILL NOT BE ACCEPTED.</u>
EXAM NUMBER	118
FILING DATES	November 01, 2010 until needs are met
SALARY	\$2,257.45 - \$3,110.09 MONTHLY \$2,257.45 - \$3,035.64 - for Intermediate Clerk, Intermediate Clerk - North County, and Intermediate Clerk/Light Typing \$2,315.36 - \$3,110.09 - for Intermediate Typist-Clerk and Intermediate Typist-Clerk - North County
POSITION INFORMATION	<u>Intermediate Clerk / Intermediate Clerk-Light Typing:</u> Performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and independent judgment within procedural and policy limits. <u>Intermediate Typist-Clerk:</u> Performs skilled typing work and specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits.
ESSENTIAL JOB FUNCTIONS	General Clerical Duties: Processes documents according to a predetermined but specialized procedure for such purposes and formulating property descriptions, and recording and indexing court papers, transcripts, and legal process. Checks documents for completeness, accuracy, and compliance with policies and/or regulations in order to fulfill the objective of the operations and activities of the organizational unit. Answers questions and gives information to the public concerning such matters as regulation, procedures, and the preparation and filing of legal forms, applications, and permit requests; acts as special receptionist or counter clerk. Keeps records of a nature requiring specialized knowledge, discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records and distribution and control ledgers which can be posted without extensive knowledge of bookkeeping principles.

Department of Human Resources: Address: 500 W. Temple St., Rm 588, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**MINIMUM
REQUIREMENTS**

Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.

Compares or segregates documents in cases where specialized knowledge of the function and more than a routine check for accuracy is involved as in the auditing of warrants or purchase orders.

Routinely operates office equipment, such as personal computers, photocopiers, facsimile machines, calculators, printers, scanners, electronic typewriters, etc. to input data, produce documents and forms, or perform computations.

Answers correspondence requiring the selection of data necessary in formulating the reply, referring unusual cases to a superior for approval.

Estimates amounts due and collects fees, as needed.

Additional duties specific to typing positions:

Maintains clerical controls where work is divided among personnel performing separate parts of an entire operation; exercises minor supervision over the work of others, as needed.

Option 1: Six months office clerical experience in the County service or in districts under the jurisdiction of the County.

Option 2: One year's office clerical experience outside the County service.

Option 3: A certificate or Associate in Arts degree in clerical procedures or office administration from an accredited* college.

ADDITIONAL TYPEWRITING SKILL REQUIREMENTS FOR TYPING POSITIONS:

Intermediate Clerk / Light Typing: Ability to type at a rate of 25 words per minute.

Intermediate Typist-Clerk: Ability to type at a rate of 40 words per minute.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information: *Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges** and **International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or the **Association of International Credential Evaluators, Inc. (AICE)**.

In order to receive credit for any type of college degree or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application or at any time during the examination process .

**SPECIAL
INFORMATION**

Shift: Any Shift

Study guides and other test preparation resources are available to help candidates prepare for written employment tests and interviews. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://dhr.lacounty.info>.

Please click on Career Opportunities, then on Employment Test Preparation to take practice tests or view materials.

**VACANCY
INFORMATION**

The eligible registers resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**EXAMINATION
CONTENT**

Part 1: Job Specific Questionnaire (JSQ) to pre-screen applicant's related work experience in meeting the Minimum Requirements.

Those applicants who show they meet the Minimum Requirements based on the JSQ responses will be eligible to proceed to **Part 2** of the examination process. Applicants who fail to meet the Minimum Requirements based on the JSQ responses will be notified by mail.

Part 2: A written test weighted at **100%**. The written test will consist of two (2) sections.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, and customer service.

Section 2: A Work Styles Questionnaire (WSQ) designed to identify worker characteristics and/or behavioral tendencies that have been identified as important contributors to overall job performance.

Candidates who fail the written test will be notified by mail. **Written scores cannot be given over the telephone.**

Part 3: A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination and wish to be placed on the **Intermediate Typist-Clerk** and/or **Intermediate Clerk/Light Typing** registers. Candidates will be allowed **ONLY ONE (1)** attempt to pass the typing performance test within twelve (12) months from the date of their written test. Candidates' resulting typing scores will be applied to the appropriate lists and placed on the corresponding registers.

The following candidates are **NOT** required to take the County typing test:

Those candidates who currently hold or have held a typing position in the service of the County of Los Angeles;

OR

Those candidates who have taken and passed a Los Angeles County typing performance test at 40 words per minute **OR** between 25 and 39 words per minute administered by a County department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application. **Only certificates issued by a Los Angeles County Department or Department of Human Resources will be accepted.**

NOTE: Successful candidates will be placed on the eligible registers for a period of

**ELIGIBILITY
INFORMATION**

twelve (12) months **AND MAY NOT REAPPLY DURING THIS PERIOD**. After this period of eligibility, candidates may file a new application and extend their **WRITTEN TEST** scores for an additional twelve (12) months by advising the exam unit staff at the time of filing. Candidates also have the option of retaking the written test; however, **THE LAST TEST SCORE WILL APPLY**. Candidates may not take the Clerical Series Test more than once in a twelve (12) month period. As a result, candidates who, within a twelve (12) month period, have taken the Clerical Series Test for another clerical examination will have their written scores automatically transferred to this examination.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Successful candidates may be placed on one or more of the **FIVE (5)** separate registers within the Clerical Series, as follows:

Intermediate Clerk
Intermediate Clerk - North County
Intermediate Clerk / Light Typing
Intermediate Typist-Clerk
Intermediate Typist-Clerk - North County

Successful candidates will remain on the eligible registers for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

Applicants are required to submit a standard Los Angeles County Employment Application and Job Specific Questionnaire Online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applicants can access the Job Specific Questionnaire (JSQ) after submitting their on-line job application by clicking the "Continue" button, which is located at the bottom of the job application confirmation page.

Applicants must submit their applications and Job Specific Questionnaire by 5:00 pm, PST, on the last day of filing.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, typing certificate, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK ON THE LINK BELOW ON OR AFTER NOVEMBER 1, 2010:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=1939br

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **MINIMUM REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

PLEASE DISREGARD THE ABOVE STATEMENT. ONLINE FILING ONLY.
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON. ,
(213) 738-2084

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.