

Bulletin Number	3238BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Community and Senior Services
Position Title	EXECUTIVE ASSISTANT
Exam Number	6112003
Filing Type	Open Continuous
Filing Start Date	02/09/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6908.36
Salary Maximum	9060.82
Essential Job Functions	Acts as the Department Head's liaison with departmental management, the Board Offices, County Commissions, other County departments and public officials. Develops departmental administrative policies for the Department Head related to the operations of the department and in preparation of instructions for their implementation. Provides consultation in the development of new plans, systems and policies. Analyzes correspondence and reports on departmental activities and makes recommendations on their disposition. Responds in writing or orally to sensitive or controversial inquiries or complaints; prepares official correspondence and materials for the Department Head. Conducts legislative analyses and recommends changes in legislation; serves as legislative liaison with the Chief Administrative Office; and, may represent the department on legislative issues in Sacramento. Identifies new programs and services and conducts feasibility studies. Conducts special assignments, management studies, or programs as directed. Represents the Department Head at meetings, as directed.
Requirements	<p>SELECTION REQUIREMENTS:</p> <p>A Bachelor's Degree from an accredited college* -AND- three years' experience independently performing a full range of difficult to complex analytical assignments making recommendations on complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature **.</p> <p>One additional year of such experience may be substituted for each year of college, to a maximum of four years.</p>
Physical Class	Physical Class II – 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.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	Demonstrated experience working as a liaison or directly working with public officials, governmental agencies, community groups, stakeholders and the public.
Special Requirement Information	**For this examination, experience independently performing a full range of difficult to complex analytical assignments making recommendations on complex issues which directly impact departmental programs and

administrative operations, and which may be of a confidential or sensitive nature can be gained at the level of Los Angeles County class of Administrative Services Manager I.

In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, official letter from an accredited institution which show the area of specialization or official certificates must be attached to the application at the time of filing.

Accreditation Information

*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).

Examination Content

This examination will consist of an interview weighted at 100%. The interview will be designed to assess relative qualifications, personal fitness and general abilities to perform the duties of the position.

You must achieve a score of 70% or higher on this examination to be added to the eligible register.

Vacancy Information

The resulting eligible register for this examination will be used to fill a vacancy in the Department of Community and Senior Services.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve(12) months following the date of promulgation.

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

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

Available Shift

Any

Application and Filing Information

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification for the job.

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE DEPARTMENT ARE MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE. APPLICATION FILING MAY BE CLOSED AT ANY TIME WITHOUT ADVANCE NOTICE.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION 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 of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed.

ation supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s); your job title(s); beginning and ending dates; and the functions performed may impact assessment of your qualifications and acceptance into the examination process.

ALL INFORMATION IS SUBJECT TO VERIFICATION. APPLICATIONS MAY BE REJECTED AT ANY STAGE DURING THE SELECTION PROCESS.

You have the option of filing your application either online, by U.S. mail or in person. PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.

INSTRUCTIONS FOR FILING ONLINE

We encourage you to apply online by clicking on the link above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5 p.m., Pacific time Monday through Thursday, or by 4 p.m., Pacific Time, Friday, on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 480-0821. within five (5) days of filing or by the last day of filing whichever comes first. Please include exam number and exam title.

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FILING BY U.S. MAIL OR IN PERSON

We must receive your application 5 p.m., Pacific time Monday through Thursday, or by 4 p.m., Pacific Time, Friday, on the last day of filing.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**Community and Senior Services
3175 W. 6th Street, Room 404
Los Angeles, CA 90020
(213)738-2726**

Monday through Thursdays, 8 a.m. - 5 p.m. Pacific Time and Fridays,

8 a.m. - 4 p.m. Pacific Time.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

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.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Department Contact Email	phernandez@css.lacounty.gov
ADA Coordinator Phone	(213) 738-2706
Teletype Phone	(213) 427-6161
California Relay Services Phone	(800) 735-2922
Job Field	Administration
Job Type	Administrative Support