

**Bulletin Number** 3094BR

**Type of Recruitment** Open Competitive Job Opportunity

**Department** Parks and Recreation

**Position Title** PUBLIC INFORMATION ASSISTANT

**Additional Title** APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.

**Exam Number** D1598C

**Filing Type** Standard

**Filing Start Date** 01/12/2012

**Filing End Date** 02/08/2012

**Filing End Time** 5:00 pm PST

**Salary Type** Monthly

**Salary Minimum** 3370.64

**Salary Maximum** 4410.36

**Position/Program Information** Disseminates information to the public through the communications media regarding the services, functions and special activities of the County of Los Angeles Parks and Recreation Department.

**Essential Job Functions**

Writes news, publicity releases, media advisories and feature articles on various phases of departmental operations.

Prepares discussion items for Executive Level Personnel, as needed.

Serves as media coordinator with representatives of television stations, newspapers and magazines in the development of special features and in the dissemination of information regarding the department.

Develops and maintains avenues through radio and television stations for announcements of departmental special services or activities.

Designs, writes, and produces public information materials such as display advertising, brochures, flyers, direct mail materials, and Web pages using a variety of graphics, desktop publishing software, and programming languages to develop or modify materials.

Assists departmental staff in developing concepts for planning and presenting publicity programs regarding departmental operations.

Speaks before various organizations, clubs, and special interest groups on departmental services, functions or special activities.

Develops and maintains working relationships with representatives of other public and private agencies to disseminate information concerning departmental operations.

Obtains news items through interviews with departmental staff or by visiting departmental facilities and conducts research at libraries for additional information as necessary.

Attends meetings of the Board of Supervisors and County commissions and committees to obtain information of interest to the department.

Participates in special events of the department gathering information on events and acts as departmental representative to the news media.

Selects and writes captions for photographs that accompany news releases.

Contributes to the department's newsletter.

**Requirements** **SELECTION REQUIREMENTS:** Graduation from an accredited\* four-year college or university and one year's experience in the dissemination of information to the public including the writing and placing of news releases or the writing of news and feature articles for the various communication media. One additional year of the required experience will be accepted for each year of college.

**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.

**Special Requirement Information** **In order to receive credit for any college course work, or any type of college degree, you MUST include a legible copy of the official diploma, official transcript(s), or official letter from the accredited institution which shows the area of specialization.**

**Accreditation 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).

**Examination Content** This examination will consist of an interview weighted 100%. The interview will cover training, experience, personal fitness and general ability to perform the essential duties of the position.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

**Special Information** **FINGERPRINTING AND SECURITY CLEARANCE:** Employment is subject to security clearance which may include fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.

**Vacancy Information** The current vacancy is in the North Agency located at 31320 North Castaic Rd., Castaic, CA 91384. The resulting eligible list for this examination will be used to fill vacancies in the Department of Parks and Recreation.

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

**Available Shift** Any

**County of Los**

**View details regarding Employment Eligibility Information, Social**

**Angeles  
Information**

**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.

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.**

Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

Applicants must 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 mail.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 pm, Pacific Time, on the last day of filing.

**Note:** If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first. **Please include your Name, the Exam Number, and the Exam Title on faxed documents.**

**ADDITIONAL INFORMATION REGARDING ONLINE 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 LIBRARIES:**

For candidates who may not have regular access to a computer or the 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.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **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.

<b>Department Contact Name</b>	Human Resources Office
<b>Department Contact Phone</b>	(213) 738-2995
<b>Department Contact Email</b>	<a href="http://www.lacountyparks.org">www.lacountyparks.org</a>
<b>ADA Coordinator Phone</b>	(213) 738-2970
<b>Teletype Phone</b>	(213) 427-6118
<b>California Relay Services Phone</b>	(800) 735-2922