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Bulletin Number 32288BR
Type of Recruitment Open Competitive Job Opportunity
Department Human Resources Countywide Exams
Position Title CLERICAL SERIES
Exam Number 277
Filing Type Open Continuous
Filing Start Date 03/03/2014
Salary Type Monthly
Salary Minimum 2,257.45
Salary Maximum 3,110.09
Special Salary Information The salary schedules within the clerical series are as follows:
 \$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/Program Information **FILING WILL BE SUSPENDED AFTER THE FIRST 5000 APPLICATIONS ARE RECEIVED, OR ON WEDNESDAY, MARCH 05, 2014 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.**

Intermediate Clerk / Intermediate Clerk-Light Typing:

Positions allocable to this class typically report to a clerical supervisor or higher and perform 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.

Intermediate Typist-Clerk:

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 as 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 and/or County employees concerning such matters as regulations, procedures and the preparation and filing of legal forms, applications and permit requests; acts as a 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 ledger; which can be posted without extensive knowledge of bookkeeping principles.

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 are 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.

Requirements

ONLINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.

SELECTION REQUIREMENTS:

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

Option 2: One year of 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

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 a certificate or Associate in Arts degree in clerical procedures or office administration, you must include a legible copy of the official diploma, official transcripts, official letter, or official certificate from the accredited institution which shows the areas of specialization at the time of filing, or by the time the first eligible register is established.

Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.

**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

**Examination
Content**

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).

This examination will consist of THREE (3) parts:

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

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

Part 2: A written test weighted 100% that consists of both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Achievement and Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention.

TRANSFER OF SCORES:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

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 lists. Candidates will be allowed **ONLY ONE (1)** attempt to pass the typing performance test. Candidates' resulting typing scores will be applied to the appropriate and corresponding lists.

Intermediate Typist Clerk requires proficiency at 40 words per minute.

Intermediate Clerk/Light Typing requires proficiency at 25 words per minute.

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

Those candidates who currently hold or have held a typing position with the requisite words per minute 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 the required 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 at the time of filing or during the examination process. **Only certificates issued by a Los Angeles County Department or Department of Human Resources will be accepted.**

**Invitation letters for testing will be sent via email or by U.S. Mail.
Applicants who do not pass the written test will be notified by U.S. Mail.
Scores cannot be given over the telephone.**

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet Selection Requirements and pass all qualifying examinations and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the eligible register.

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:

http://www.shldirect.com/practice_tests.html

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

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

Eligibility Information

Successful candidates may be placed on one or more of the **SEVEN (7)** separate eligible registers within the Clerical Series, as follows:

Intermediate Clerk
 Intermediate Clerk/North County* (North County includes Antelope Valley, Palmdale and Lancaster)
 Intermediate Clerk - Spanish Speaking**
 Intermediate Clerk / Light Typing
 Intermediate Typist-Clerk
 Intermediate Typist-Clerk/North County*
 Intermediate Typist-Clerk - Spanish Speaking**

*If you would like to be placed on the eligible register for **North County**, make sure you check off the box on your application which indicates "Antelope Valley (Palmdale/Lancaster)".

Please attach a Proficiency Certificate for the **Spanish Language issued by an approved agency to your application at time of filing or during the examination process, or call (213) 738-2084 for further information.

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

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.

Application and Filing Information

APPLICATIONS AND JOB SPECIFIC QUESTIONNAIRES (JSQ) MUST BE COMPLETED ONLINE ONLY. APPLICATIONS AND JSQ'S SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the tab above or below this bulletin that reads "Apply to Job". You can also track the status of your application using this system.

We must receive your application and completed Job Specific Questionnaire before filing will be suspended or by March 05, 2014 at 5:00 pm, PST,, whichever occurs first.

Applicants must access the Job Specific Questionnaire (JSQ) after submitting their online job application by clicking the "Continue" button, which is located at the bottom of the job application confirmation page. If you do not fully complete the JSQ, then your application will be incomplete and incomplete applications will be disqualified.

The exam will reopen as the needs of the service require.

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to meeting the selection requirement.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

COMPUTER AND INTERNET ACCESS AT PUBLIC 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.

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.

County of Los Angeles Information

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.

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.

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/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Department Contact Name	Exam Analyst
Department Contact Phone	(213) 738-2084
Department Contact Email	edeguia@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Clerical
Job Type	Administrative Support
Job Specific Questions	Click to view Job Specific Questions

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