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Bulletin Number	38910BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	CHIEF CLERK
Exam Number	R1182A
Filing Type	Open Continuous
Filing Start Date	07/01/2014
Salary Type	Monthly
Salary Minimum	3862.74
Salary Maximum	5203.28
Benefits Information	<p>Represented Employees</p> <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>Has immediate responsibility for the administration of a very large clerical staff performing general and specialized office clerical work or a smaller clerical staff performing more diversified and difficult duties. Administers, through subordinate supervisors, the work of a very large clerical staff such as 100 or more employees performing general and specialized office clerical work or a smaller clerical staff such as 50 or more employees performing more diversified and difficult clerical duties. When allocating positions to this class the size of the staff supervised, the nature of the supervision exercised and the kind and complexity of the work performed by subordinates are considered. Incumbents must exercise a thorough knowledge of supervision and of clerical policies and procedures.</p>
Essential Job Functions	<ul style="list-style-type: none"> • Plans, organizes, directs and reviews the work of subordinates, conferring with superiors as necessary regarding policies, procedures, and administrative problems. • Issues written and oral instructions for the guidance of personnel, including interpretations of new or modified legislation and rulings affecting procedures or policies. • Coordinates the work of subordinates with the work of others in the department and with that of other departments and outside agencies. • Makes recommendations regarding departmental and special budgets, prepares budget forms and reports, and assists in maintaining control over departmental finances. • Makes decisions in problem cases which cannot be decided by subordinates and which require administrative ability and a knowledge of laws, rulings, and legal decisions. • Meets with the public in difficult cases requiring unusual tact and an extensive knowledge of subject matter, or where delicate questions or important public relations are involved.
Requirements	<p><u>MINIMUM REQUIREMENTS:</u></p> <p>Five years of office clerical experience, three years of which must have been in a supervisory capacity* .</p>
Physical Class	<p>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.</p>
License(s) Required	<p>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.</p>

Special Requirement Information

*Bona-fide supervisory experience includes responsibility for planning, assigning and reviewing the work of staff, evaluating employee performance, participating in interviewing and selecting new staff, and performance management.

OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE THE APPLICANT'S QUALIFICATIONS. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE MINIMUM REQUIREMENTS WHILE WORKING OUTSIDE OF THEIR CLASSIFICATION WILL NOT BE PLACED ON WITHHOLD STATUS.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Office Practices and Procedures, Customer Service, Supervision, Achievement, Coaching and Development, Independence, Influence, Innovation, Monitoring, Prioritizing, Reliability, and Thoroughness.

Applicants who have taken identical test parts for other exams within the last twelve (12) months will have their scores 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. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Invitation letters for this examination may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Scores cannot be given over the phone.

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

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

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN 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." In the section "Some helpful links," 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://service.shl.com/shl-on-demand/candidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to

Vacancy Information	<p>review ALL related materials that you deem necessary.</p> <p>The resulting eligible register for this examination will be used to fill vacancies throughout the County of Los Angeles.</p>
Eligibility Information	<p>Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.</p>
	<p>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 12 months following the date of promulgation.</p>
	<p><u>NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.</u></p>
Available Shift	<p>Day</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</p>
	<p>Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:</p>
	<ul style="list-style-type: none"> • Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. • Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.
Application and Filing Information	<p>All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person.</p>
	<p><u>INSTRUCTIONS FOR FILING ONLINE:</u></p>
	<p>To access this bulletin online, visit our website at http://hr.lacounty.gov or enter the direct link below:</p>
	<p>https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=38910BR</p>
	<p>Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job".</p>
	<p>Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.</p>
	<p>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/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. 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. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.</p>
	<p><u>SOCIAL SECURITY NUMBER:</u></p>
	<p>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.</p>
	<p><u>COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:</u></p>
	<p>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.</p>

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.

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:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

Department Contact Name	Dolly Batungbacal
Department Contact Phone	213-738-2084
Department Contact Email	dbatungbacal@hr.lacounty.gov or edegua@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

Close