



**POSITION TITLE:** FINANCIAL ANALYST  
**SALARY:** \$4,667.64 - \$6,463.27Monthly  
**OPENING DATE:** 05/31/2016  
**CLOSING DATE:** 06/15/2016  
**EXAM:** R9611B  
**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individuals to fill the position of Financial Analyst.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Financial Analyst performs financial analysis and statistical computations for various rate studies, financial models and cost allocation plans. Financial Analysts develop, maintain and monitor budget for assigned areas of responsibility by evaluating complex statistical and financial data. For a detailed job description, please click [here](#).

**MINIMUM REQUIREMENTS:**

**To qualify, you must meet the following upon the final filing date of this bulletin:**

Graduation from an accredited four-year college or university with a major\* in public or business administration, finance, economics, public policy or a closely related field **-AND-** one year of responsible experience involving budget and finance analysis.

**NOTE:** Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime. No out-of-class experience will be accepted.

**Licenses; Certificates; Special Requirements:**

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**\*Degree Verification:** A legible copy of your college diploma **-OR-** official transcripts with the degree posted from the college or university must be submitted by the final filing application date.

**Documentation may be submitted as follows:**

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

**Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.**

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, [www.chea.org/search](http://www.chea.org/search), or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit [www.naces.org](http://www.naces.org) or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be rejected.

**DESIRABLE QUALIFICATIONS:**

- Experience with governmental budget/finance in a public sector organization.

**EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined through this evaluation process will be invited to participate in the examination process.

**Part II:** Written examination, weighted 50%, covering fiscal analysis, budgeting, analytical skills, arithmetic, data interpretation, attention to detail and computer usage.

**Part III:** Oral interview weighted 50%, covering education, experience, technical knowledge, analytical ability, decision making skills, communication skills and general ability to perform the duties of the position.

**APPLICATION and FILING INFORMATION:**

Application may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#). Questions regarding this posting may be emailed to [rmurillo2@lacourt.org](mailto:rmurillo2@lacourt.org)

**WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year and other vacancies may be filled using this list.

**Exam #R9611B**



**Financial Analyst**

Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)

OR via the HR computer kiosk at

Los Angeles Superior Court

Human Resources Administration

111 N. Hill Street, Room 203

Los Angeles, CA 90012



## Financial Analyst Supplemental Questionnaire

- \* 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
- Please check the box to indicate you have read and understood the instructions.
- \* 2. Do you possess a bachelor's degree from an accredited four-year college or university with a major in public or business administration, finance, economics, public policy, or a closely related field?
- Yes  No
- \* 3. If you answered "Yes" to Question #2, what was your major?
- Public Administration  
 Business Administration  
 Finance  
 Economics  
 Public Policy  
 Closely related Field  
 No Degree
4. If the degree identified in question #3 is a "closely related field", please provide your major. If not applicable indicate N/A.
- \* 5. Please indicate total number of years of related, responsible experience involving budget and finance analysis.
- No experience  
 Less than 1 year of experience  
 At least 1 year but less than 3 years  
 At least 3 years but less than 5 years  
 5 or more years of experience
- \* 6. Describe your full-time responsible experience involving budget and finance analysis. **Be specific in describing your duties. In your response, please include name of the employer, department or unit, dates of employment, and your job title.**
- \* 7. Please indicate total number of years of experience involving in **governmental budget/finance in a public sector organization.**
- No experience  
 Less than 1 year of experience  
 At least 1 year but less than 3 years  
 At least 3 years but less than 5 years  
 5 or more years of experience
- \* Required Question