

Bulletin detail

Bulletin history

Attachments

Forms

Req template: New Exam Bulletin

Job posting preview eLink history

Bulletin details CLERICAL
SERIES

Bulletin status Open

Item Number 1138 INTERMEDIATE CLERK**Position Title** CLERICAL SERIES**Requirements** **ONLINE FILING ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.****MINIMUM 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's 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.**Department** Human Resources Countywide Exams**Bulletin Number** 3321BR**Analyst** Esparza, Erlinda ((213) 738-2009)**Manager** Havens, Ann ((213) 351-2922)**Number of Vacancies** 200**Positions Remaining** 200

Exam Number 221

Allow Reapplies Yes

Job Type Administrative Support

Job Field Clerical

Type of Recruitment Open Competitive Job Opportunity

Job Opportunity Information

Sourcing Strategy

Additional Title CLERICAL SERIES

Rebulletin Information

Filing Information Standard

Filing Start Date 02-May-2012

Filing End Date 04-May-2012

Filing End Time 5:00 pm PST

Salary Type Monthly

Salary Minimum 2257.46

Salary Maximum 3110.09

Annual Salary Range \$20,000 - \$39,999

Special Salary Information

Designation

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

Benefit Information

Designation

Benefits Information

Position/Program Information **Intermediate Clerk / Intermediate Clerk-Light Typing:**
Positions allocable to this class typically report to a clerical supervisor or higher and performs 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.

Physical Class Designation 2

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.

Safety Position Designation

Safety Position Requirements

License(s) Required

Certificate(s) Required

Shift

Special Requirement Information You must include a legible copy of the official diploma, transcripts, certificates, or letter from an accredited institution indicating the area of specialization; or certificates with your application or at any time during the examination process in order to receive credit for any type of college degree or for completion of a certificate program.

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

Desirable Qualifications

Accreditation Information Designation Yes

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).

Special Information Study guides and other test preparation resources are available to help candidates prepare for written employment tests and interviews. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://dhr.lacounty.info>.

Please click on "Career Opportunities", then on "Employment Test Preparation" to take practice tests or view materials.

Examination Content This examination will consist of THREE (3) parts:

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

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

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, and customer service.

Section 2: A computerized Work Styles Assessment (WSA), covering Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the telephone.

This examination contains test parts that may be used in the future for new examinations. Upon application, you may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

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. **Only certificates issued by a Los Angeles County Department or Department of Human Resources will be accepted .**

NOTE: Applicants that have taken any identical written test part (s) for other exams (i.e. Senior Clerical Series Exam Number

123, Supervising Clerical Series Exam Number 116, Intermediate Supervising Clerk Exam Number 157, Head Clerk Exam Number 181, Warehouse Worker I Exam Number 145, Procurement Aid Exam Number R2343G, Procurement Assistant I Exam Number R2344E, or Procurement Assistant II Exam Number R2346F), within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

Invitation letters for testing will be sent via email. 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 Minimum 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 List.

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

Exam Analyst Phone Number (213) 738-2084

**Alternate Exam Unit Contact
Number**

Exam Analyst Fax Number (213) 380-3681

Exam Costs

Eligibility Information Successful candidates may be placed on one or more of the **SEVEN (7)** separate eligible lists 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 list 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 call (213) 738-2084 for further information.

Successful candidates will remain on the eligible lists for a period of twelve (12) months following the date of promulgation.

**Application and Filing
Information**

INSTRUCTIONS FOR FILING ONLINE:

Applicants must submit their applications by 5:00 p.m., PST, on FRIDAY, MAY 4, 2012.

Applicants are required to submit a standard **Los Angeles County Employment Application** and **Job Specific Questionnaire (JSQ)** Online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirement. Please fill out the application completely and correctly so that you will receive full credit for related education. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

APPLY ONLINE BY CLICKING ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, "APPLY TO JOB" STARTING WEDNESDAY, MAY 2, 2012 THROUGH FRIDAY, MAY 4, 2012 SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY EMAIL.

Applicants can access the Job Specific Questionnaire (JSQ) after submitting their on-line job application by clicking the "Continue" button, which is located at the bottom of the job application confirmation page.

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 minimum requirement.

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

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 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://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin 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.

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.

ADA Coordinator Phone (213) 738-2057

Teletype Phone (800) 899-4099

Alternate Teletype Phone (800) 897-0077

California Relay Services Phone (800) 735-2922

Department Contact Name Exam Analyst

Department Contact Phone (213) 738-2084

Department Contact Email rlowery@hr.lacounty.gov, edeguia@hr.lacounty.gov

Education Level No Education Required

Experience Level 1 to 3 years

Executive Level Position? No

Additional Information

General Information

Advertising Cost

Agency Cost

Travel Cost

Referral Cost

Relocation Cost

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Region Antelope Valley (Palmdale/Lancaster)
East (Montebello/Downey/South Gate/Whittier)
Metro (Los Angeles/West Hollywood/Eagle Rock)
San Fernando Valley (Burbank/Glendale/Northridge/Santa Clarita)
San Gabriel Valley (Pasadena/Monterey Park/El Monte/Pomona)
South (Inglewood/Compton/Willowbrook/Watts)
South Bay/Harbor (Carson/Torrance/Long Beach/Hermosa Beach)
West (Malibu/Santa Monica/Beverly Hills)

Job Specific Questions [Click to view Job Specific Questions](#)

Push Candidate to Supplemental Application Yes

Bulletin Notes

Bulletin team	Name	Dept.	Job title	Phone	Fax
	Cousin, Damian ((213)351- 6467)	Human Resources - CEAD	Personnel Assistant	(213)351-6467	(213) 380-3681
	Choi, Jinna ((213) 738- 2004)	Human Resources - CEAD	Human Resources Analyst I	(213) 738-2004	(213) 380-3681
	Sim, Aaron ((213) 351- 6458)	Human Resources - CEAD	Human Resources Trainee	(213) 351-6458	(213) 380-3681
	Havens, Ann ((213) 351-2922)	Human Resources - CEAD	Senior Human Resources Manager	(213) 351-2922	(213) 386-9326
	Rentino, Jigger ((213) 738- 2125)	Human Resources - CEAD	Principal Analyst, HR	(213) 738-2125	(213) 380-3681

**Turn off Autofiler notification
for this bulletin**

Added by Esparza, Erlinda ((213) 738-2009)

Added on 23-Feb-2012