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Job details

Job 1 of 1

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Positions allocable to this class function as administrative generalists in the central administrative staff organization of a County department analyzing and making recommendations for the solution of a variety of operation problems having significant consequences in terms of cost, efficiency or public service. Assignments are made in terms of objectives to be achieved and important guidelines to be considered; the selection of methods to be used is generally left to the discretion of the worker.

Essential Job Functions

Analyzes, evaluates, prepares, and makes recommendations on the budget of a smaller department or a major segment of the budget of a

large-sized department.

Analyzes and makes recommendations on the siting, leasing, equipping and staffing of major facilities.

Analyzes and makes recommendations on complex organizational problems and work procedures having an interdivisional, interdepartmental, or limited public impact.

Assumes responsibility, as assigned, for performing other specialized duties related to the overall management of the department.

Participates in the implementation of changes resulting from studies, and writes associated procedural manuals and instructions.

Requirements

Minimum Requirements:

OPTION I: Two years of experience in a staff capacity* analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget or personnel.

OPTION II: One year of experience at the level of Los Angeles County's Class of Staff Assistant I***, Administrative Assistant I****, or Senior Departmental Personnel Assistant***** analyzing and making recommendations for the solution of problems of organization, administration, budget, or personnel.

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**

*Staff capacity is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County's class of Administrative Aid** or higher.

**Administrative Aid, under close supervision, performs beginning level administrative staff work by participating, in making investigations of operating problems in a County department.

***Staff Assistant I has responsibility for the housekeeping and record keeping functions, and conducts administrative studies of internal

operations and procedures as an assistant to the manager of a line operation in a County department.

****Administrative Assistant I analyzes and makes recommendations for the solution of the less complex problems of organization, program, procedures, systems, facilities planning, budget and personnel; or analyzes and makes recommendations for the solution of more difficult problems in the same areas under close supervision and guidance.

*****Senior Departmental Personnel Assistant assists technical human resources staff in carrying out the personnel program of a County department.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOEL PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION 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 and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis and Decision Making, Reading Comprehension, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

TRANSFER OF SCORES:

Applicants that have taken the identical written tests 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 part(s) that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

Applicants who have not participated in the above mentioned exams and are currently applying for Administrative Assistant III (Exam R0889F) will take the written test one time. The resulting score will be transferred to Administrative Assistant III (R0889F).

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirement(s) and achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.

Invitation letters for testing will be sent via email or by U.S. mail. Candidates will be notified by US mail of their test results. Written scores cannot be given over the phone.

**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 and printable information 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 practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The interdepartmental promotional eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles. Departmental promotional registers may be established by departments that have this class.

**Eligibility
Information**

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

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.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Any

**Job Opportunity
Information**

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.

**Application and
Filing
Information**

**APPLICATIONS MUST BE FILED
ONLINE ONLY.**

**APPLICATIONS SUBMITTED BY U.S. MAIL,
FAX OR IN PERSON WILL NOT BE
ACCEPTED.**

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the tab above or below this bulletin that reads "Apply to Job" so you can apply online and track the status of your application. Upload required or additional documents at the time of application filing. We must receive your application and additional documents if any by 5:00

pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum 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.

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 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.

**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	Olga Arteaga
Department Contact Phone	(213) 351-2936
Department Contact Email	oarteaga@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

Administration

Job Type

Administrative Support

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