



COUNTY OF LOS ANGELES
invites applications for the position of:

PARALEGAL

SALARY: \$3,938.82 - \$5,452.55 Monthly
\$47,265.84 - \$65,430.60 Annually

OPENING DATE: 10/16/15

CLOSING DATE: 10/30/15 05:00 PM

POSITION/PROGRAM INFORMATION:

CHILD SUPPORT SERVICES DEPARTMENT

EXAM NUMBER: N9232A

OPEN COMPETITIVE JOB OPPORTUNITY

FILING START DATE: 10/19/2015 at 8:00 a.m. (PST)

****NOTE: FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED, OR ON 10/30/2015 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 100 WILL NOT BE CONSIDERED.****

TYPE OF RECRUITMENT:

Open Competitive Job Opportunity

FILING TYPE:

Standard

DEFINITION:

Performs a wide variety of paralegal duties under the direction of an attorney.

CLASSIFICATION STANDARDS:

Positions allocable to this class provide paraprofessional legal assistance to one or more attorneys in the Alternate Public Defender, County Counsel, District Attorney, Public Defender and Child Support Services Departments. Incumbents may be required to have extensive contact with clients and witnesses. Incumbents may be assigned specialized legal support responsibilities requiring initiative and the ability to elicit information from local, state and federal law enforcement agencies, courts, and penal institutions. Positions allocable to this class may report to an attorney or higher level paralegal, but in either case, substantial legal work shall be specifically delegated by, and performed under the direction, supervision and technical review of, an attorney. The work performed requires knowledge of legal concepts, principles, terminology and procedures and the extensive use of legal reference material. Paralegals are distinguished from positions allocable to Legal Office Support Assistant by their responsibility for conducting factual or legal research; analyzing situations and recommending an effective course of action; working with a substantially greater degree of skill and independence; communicating effectively both orally and in writing; reading and understanding statutes, court decisions, and legal documents; and obtaining data through interviewing clients.

ESSENTIAL JOB FUNCTIONS:

EXAMPLES OF DUTIES:

Researches and analyzes law sources such as statutes, ordinances, court decisions, criminal pleadings, police reports, legal documents and articles for use in preparing legal documents and articles for use in

preparing legal documents such as briefs, pleadings, contracts, deeds, opinions, etc., for review, approval, and use of an attorney.

Drafts motions, memoranda of points and authorities, interrogatories and answers, complaints and answers, cross claims, affidavits and declarations.

Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.

Reviews and processes requests for criminal records background information in order to determine the existence or nonexistence of prior convictions; obtains criminal record information and related documents and screens for legal sufficiency.

Gathers and documents factual information by interviewing clients and performs routine legal research to assist an attorney in determining appropriate legal action.

Performs preliminary analysis of legislative bills and researches legislative histories.

Summarizes, organizes, and indexes prior opinions, testimony, depositions, and documentary material from interrogatories.

Organizes and indexes trial documents, prepares exhibits and assist attorneys at trial by keeping track of exhibits, testimony and documents.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Certificate of completion of a paralegal training program approved by the American Bar Association, or by the California Department of Education, or by an equivalent accrediting agency from another state -OR- Graduation from law school.

CONTINUING EDUCATION:

All paralegals shall be required to certify completion every three (3) years of four (4) hours of mandatory continuing legal education in legal ethics. Every two (2) years, all paralegals shall be required to certify completion of four (4) hours of mandatory continuing education in either general law or in a specialized area of laws. All continuing legal education courses shall meet the requirements of California Business and Professions Code Section 6070. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certification.

SPECIAL REQUIREMENT INFORMATION:

Applicants **MUST** submit a copy of their paralegal certification or juris doctorate degree at the time of filing or within 15 calendar days of filing.

APPLICATIONS LACKING THE ABOVE REQUIRED DOCUMENTATION WILL BE REJECTED.

LICENSE:

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.

PHYSICAL CLASS:

2- 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.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of TWO (2) parts:

PART I: A written test weighted 60% that consists of both computerized and paper-and-pencil components. The written test will measure written expression, reading comprehension, data analysis

and decision making, office practices and procedures, customer service, achievement orientation, conscientiousness, customer service potential, customer focus, dependability, and retention.

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

Only applicants that achieve a passing score of 70% or higher on the written test will be invited to the structured interview (Part II).

Candidates who are unsuccessful on the written test will be notified via U.S. Mail. Written scores cannot be given over the phone.

PART II: A structured interview weighted 40%. The structured interview will measure professional/technical knowledge, oral communication, decision making, adaptability/flexibility, and integrity/honesty.

Applicants must achieve a passing score of 70% or higher on the structured interview in order to be placed on the Eligible List.

TRANSFER OF SCORES:

Applicants who have taken identical written test parts for other exams within the last twelve (12) months will have their written test 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.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their scored group for a period of twelve (12) months following the date of promulgation.

TEST PREPARATION:

The following test preparation resources are available to assist applicants 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/>. Click on "Job Info Center" then click on "Employment Test Preparation" found under the "Some Helpful Links" section.
- You can also access practice tests for the computerized portion of the test by going to the following website: <http://www.shldirect.com/practice.tests.html>.

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

VACANCY INFORMATION:

The resulting eligible list for this examination will be used to fill vacancies in the Child Support Services Department.

AVAILABLE SHIFT:

Any

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 p.m., PST, on or before the last day of filing. Applications submitted by U.S. Mail, fax, or in person will not be accepted.

Applicants may upload required and/or additional documents (i.e. copy of degree, certification, etc.) as attachments at the time of filing or within 15 calendar days of filing. If you are unable to attach the required documents, you may digitally send them to Violeta.Martinez@cssd.lacounty.gov. Please include your name, employee number, examination title, and examination number.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website. 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 job 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. Incomplete applications will be rejected.

IMPORTANT NOTES:

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 or rescission of appointment.

SOCIAL SECURITY NUMBER: All applications 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.

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's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT:

Violeta Martinez
(323) 889-2994
Violeta_Martinez@cssd.lacounty.gov

ADA COORDINATOR:

CSSD_ExamsADARRequests@cssd.lacounty.gov

CALIFORNIA RELAY SERVICES PHONE:

(800) 735-2922

TELETYPE PHONE:

(800) 325-0778

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

COUNTY OF LOS ANGELES Employment Information

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a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a new member of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

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. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

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.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

Accreditation Information: 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).

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Employment Information

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #N9232A

PARALEGAL

VM

Los Angeles, CA 90010

PARALEGAL Supplemental Questionnaire

- * 1. Do you have a certificate of completion of a paralegal training program approved by the American Bar Association, or by the California Department of Education, or by an equivalent department/association?
 - Yes
 - No
 - * 2. Are you a graduate from an accredited law school?
 - Yes
 - No
 - * 3. Are you in compliance with California Business and Professions Code Section 6450 which requires paralegals to certify completion of mandatory continuing legal education? If so, please provide most recent certification date.
- * Required Question