



City of Long Beach Employment Opportunity

CLERK TYPIST

Job Number: D04AN-17

SALARY: \$1,196.80 - \$2,041.84 Biweekly

OPENING DATE: 09/01/17

CLOSING DATE: 09/12/17 04:30 PM

DESCRIPTION:



THIS IS A PRE-POST. Accepting online applications only. Apply online 24 hours a day, beginning 7:30 a.m. September 11, 2017 through 4:30 p.m. September 12, 2017.

EXAMPLES OF DUTIES: Under supervision, performs a wide variety of general office clerical tasks which may include: filing alphabetically and numerically; compiling information for use in reports; making mathematical calculations; performing reprographics functions; assisting with the processing of financial transactions; providing customer service to the public, either in person or on the telephone; performing clerical duties such as scheduling, typing forms, preparing reports, memos, and correspondences; and other duties as required.

REQUIREMENTS TO FILE:

Applicants must have a Keyboarding Skill Certificate from an approved government, employment or training agency recognized by the Civil Service department and obtained **within the last 12 months displaying ability to type at a minimum net speed of 30 wpm (proof required)***. Self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. *(For example, keyboarding tests found on the Internet or personal home computer programs.)*

Additional Requirements to File

Ability to:

- File alphabetically and numerically;
- Perform simple mathematical calculations;
- Correct errors in grammar, spelling, and punctuation;
- Deal courteously with the public, both in person and on the telephone;
- Maintain confidentiality;
- Type accurately on a personal computer;

- Perform other related duties as required.

Knowledge of:

- Microsoft Office Word and Excel.

***Proof of required documents must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form.**

Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

A valid driver's license may be required by the hiring department. Applicants must be able to pass a thorough background investigation and polygraph examination for positions in the Police Department.

Keyboarding Certificate Information:

Applicants must have a Keyboarding Skill Certificate from an approved government, employment or training agency recognized by the Civil Service department and obtained **within the last 12 months displaying ability to type at a minimum net speed of 30 wpm (proof required)***. Please note that proof must be attached to the online application at the time of filing. *NOTE: self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. (For example, keyboarding tests found on the Internet or personal home computer programs.)*

The following link includes some of the locations that provide a Keyboarding Certification.

[Suggested Agencies For Keyboarding Certification](#)

DESIRABLE QUALIFICATIONS: Bilingual (ability to speak) and/or biliterate (ability to read/write) in Spanish, Khmer, or Tagalog or American Sign Language is desirable for some positions.

SELECTION PROCEDURE: EXAMINATION WEIGHTS:

- Application Packet.....Qualifying
- Occupational Written Exam.....Qualifying

(Battery-operated calculators are permitted.)

This is a continuous examination. A minimum rating of 70 must be attained in the examination in order to pass. All applicants meeting the requirements to file and qualify on the occupational written test will be placed on the eligible list with those receiving Veteran's credit first, and then in the order in which applications are filed

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with public.

The written exam is tentatively scheduled for the week of October 9, 2017. If any changes are made to the written exam, candidates will be notified. If you have not received notification by September 29, 2017 please contact the Civil Service Department at (562) 570-6202.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/longbeach>

Position #D04AN-17
CLERK TYPIST
CP

Civil Service Department
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

CLERK TYPIST Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for the position of Clerk Typist. This form will serve as the basis for qualifying candidates for admittance into the next phase of the examination. Be specific and detailed in your responses. The required application packet must be completed and received by the Civil Service Department by **4:30 p.m., September 12, 2017**. Do you understand the information stated in the "Instructions" section above?
- Yes No
- * 2. **REQUIREMENTS TO FILE:** I understand that I must provide proof of a Keyboarding Skills Certificate from an approved government, employment or training agency recognized by the Civil Service Department demonstrating my ability to type accurately on a personal computer at a minimum net speed of 30 wpm or greater and obtained within the last 12 months. The Keyboarding Certificate must be included in your completed application packet and received in the Civil Service Department by **4:30 p.m. September 12, 2017**. Do you currently possess a valid Keyboarding Skills Certificate? *NOTE: Self-administered keyboarding exams that are not proctored are not accepted by the City of Long Beach. (For example, keyboarding tests found on the Internet or personal home computer programs.)*
- Yes
 No
- * 3. Did you attach your Keyboarding Skills Certificate?

Yes No

- * 4. **The following knowledge and abilities are required for Clerk Typist positions.** Are you able to: file alphabetically and numerically; perform simple mathematical calculations; correct errors in grammar, spelling and punctuation; deal courteously with the public, both in person and on the telephone; maintain confidentiality; and type accurately on a personal computer?

 Yes No

- * 5. Please indicate your proficiency level in Microsoft Word:

 Limited - no knowledge or experience and have not observed anyone using this computer application. Basic - no experience with some training, but observed others using this computer application. Intermediate - some training and experience and could complete projects with supervision or additional training of this computer application. Advanced - sufficient training and experience with this computer application, could complete assignments without training or supervision, and could train others.

- * 6. If you are knowledgeable in Microsoft Word, provide an example of how you used the application and for what purpose. If you have no knowledge of Word, put N/A.

- * 7. Please indicate your proficiency level for Microsoft Excel:

 Limited - no knowledge or experience and have not observed anyone using this computer application. Basic - no experience with some training, but observed others using this computer application. Intermediate - some training and experience and could complete projects with supervision or additional training of this computer application. Advanced - sufficient training and experience with this computer application, could complete assignments without training or supervision, and could train others.

- * 8. If you are knowledgeable in Microsoft Excel, provide an example of how you used the application and for what purpose. If you have no knowledge of Excel, put N/A.

- * 9. If you are knowledgeable in other Microsoft Applications, please indicate the 1) the application 2) level of proficiency and 3) provide an example of how you used the application and for what purpose. Please list 1-3 for each application. If you have no knowledge of other Microsoft Applications, put N/A.

- * 10. **DESIRABLE QUALIFICATIONS:** Bilingual (ability to speak) in Spanish, Khmer, or Tagalog and/or biliterate (ability to read/write) in Spanish, Khmer, Tagalog is desirable for some positions. Indicate, by checking the appropriate box or boxes, if you can speak, understand, read and/or write any of the languages listed below. This information will not be used to determine whether or not you are accepted for further testing. In the event that bilingual and/or biliterate skills are required for a particular position, you will be contacted regarding your interest in testing for bilingual and/or biliterate skill certification.

 Bilingual English/Spanish Biliterate English/Spanish Bilingual English/Khmer

- Biliterate English/Khmer
- Bilingual English/Tagalog
- Biliterate English/Tagalog
- American Sign Language
- None of the above

- * 11. **GENERAL QUESTIONS:** I understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in my application being considered incomplete. Proofs for this position include a Keyboarding Skills Certificate, and may include DD-214 Member 4 Form, if claiming veteran's preference. Do you understand the information stated above?
- Yes No

- * 12. Are you claiming Veteran's Preference? *Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.*
- Yes No

- * 13. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?
- Yes No

* Required Question

SUGGESTED AGENCIES FOR OBTAINING A TYPING CERTIFICATE

The following list of agencies should be considered a resource guide for obtaining a typing certificate and is for reference only; the City of Long Beach Civil Service Department does not directly recommend the services of the listed agencies. Keyboarding skills certification (proof required)* from an approved government, employment or training agency recognized by the Civil Service Department and obtained within the last 12 months will be considered.

Long Beach/Los Angeles Area

Carson Career Center (No Charge)
801 E. Carson Street #117
Carson, CA 90745
(310) 952-1762
Monday-Thursday 8am - 4:30 pm
Appointment Required

Inglewood One Stop Center (No Charge)
110 South La Brea Avenue
Inglewood, CA 90301
(310) 680-3700
Only Tuesday 9am -12pm Thursday 2-4pm

Long Beach City College (No Charge)
Liberal Arts Campus
4901 East Carson Street, Room M109
Long Beach, CA
(562) 938-4904
Mon - Thurs 12 - 5pm, Fri 12 - 3pm

Long Beach City College (No Charge)
Pacific Coast Campus
1305 East Pacific Coast Hwy, Room MD137
Long Beach, CA
(562) 938-3303
Mon - Thurs 12 -5pm, Fri 12 - 3pm

Cerritos Career Center (No Charge)
10900 E 183rd Street Suite 350
Cerritos, CA 90703
(562) 402-9336
Mon- Fri 8 -10:30 am; 12:30 -2:30 pm;
3-4:30p.m.

Mt. San Antonio College (No Charge)
1100 North Grand Avenue
Walnut, CA 91789
Building 30, Room 111
(909) 594-5611 Ext. 4935
Mon - Thurs 3-7pm.

Foothill Workforce Investment Board (No Charge)
1207 East Green Street
Pasadena, CA 91106
(626) 584-8378
Appointment Required

One Stop Business and Career Center (No Charge)
16801 South Western Avenue
Gardena, CA 90247
(310) 538-7070 Walk-ins
Mon - Fri 8am - 5pm

Orange County Area

Rio Hondo (No Charge)
3600 Workman Mill Road, B 107
Whittier, CA 90601
Business Dept. (562) 463-7364
Mon - Thru 1-6pm; Fri 9am -12pm
Appointment Required

Organizations that Charge

Computer Training Center (\$20 fee)
Adult Education
ABC Adult School
12254 Cuesta Drive
Cerritos, CA 908073
(562) 926-6734 ext. 25175
Call Mon - Thurs 9 - 11:30 am or leave a message.

Downey Adult School (\$49)
12340 Woodruff Avenue
Downey, CA 90241
(562) 940-6241
\$49 fee (Cash Only)
Mon 12:30 - 4:30pm and Sat 8:30am-12:30pm
Call Before

Montebello Adult School (\$5 Charge)
149 North 21st Street
Montebello, CA 90640
(323) 887-7844
Appointment Required

Huntington Beach Adult School (\$20 Charge Cash Only)
17231 Gothard
Huntington Beach, CA 92647
(714) 842-6227
Call for Testing Dates

Focus on Temps (\$20 Charge, Cash Only)
10055 Slater Avenue, Suite 216
Fountain Valley, CA 92708
(714) 848-6129 Appointment only

Fullerton College (\$15 plus \$2 for day parking pass)
321 East Chapman Avenue, Building 300, Room 310
Fullerton, CA 92832
(714) 992-7032 Appointment Only
Mon - Thurs 8am -6pm; Fri 8am - 4pm