

**Sheriff's Department
Los Angeles County Sheriff's Department
Professional Examinations Unit
101 Centre Plaza Drive,
Monterey Park, CA 91754
(323) 526-5611
COMMUNITY SERVICES ASSISTANT, SHERIFF**

<http://easier.co.la.ca.us/jobs/cfscripts/Bulletin.cfm?ExamNo=J2704AA&Bulletin=770-2778>

SALARY: \$2,094.55 - \$2,748.27 **MONTHLY EXAM NUMBER:** J2704AA

POSITION INFORMATION:

Positions allocable to this class perform a variety of routine civilian law enforcement related service and support functions at a Sheriff's patrol station or other field facility.

ESSENTIAL JOB FUNCTIONS:

- Receives and documents telephone and in-person first reports of minor non-emergency criminal or non-criminal activity; refers emergency or more serious non-criminal matters to Law Enforcement Technicians or sworn personnel.
- Inputs and retrieves computerized statistical information as part of retrieving and compiling basic statistical information, assists records bureau staff crime data reporting, victim/witness/suspect information, querying of the JDIC and other law enforcement systems.
- Assists sworn personnel with the distribution and tracking of Probable Cause Declaration Forms resulting from arrests and other documents such as subpoenas. Performs court liaison duties such as delivering subpoenas.
- Drives departmental civilian vehicles to transport mail, supplies, and other materials, takes complaints from community residents, and performs other tasks as assigned in the local community; incidental to the performance of such duties may observe and report possible violations of municipal codes or ordinances relating to health and welfare, building and safety, or zoning to appropriate authorities such as disabled/abandoned vehicles, vacant lots with overgrown weeds, dumped refuse or other debris or hazards.
- Assists sworn personnel in presenting departmentally approved courses designed as education outreach programs for local school districts and community organizations such as Success Through Awareness and Resistance (STAR) and neighborhood watch programs.
- Enforces Vehicle Code parking regulations by issuing warnings or citations for illegal parking, as required; coordinates and oversees the removal of vehicles for impound or storage; and assists sworn personnel in directing traffic at an accident or special event.
- Performs general office duties, as required.
- Assists public at the front desk, as required.

- Performs background checks on volunteers and explorers who wish to work at the station (i.e., interns and ride alongs), as required.
- Assists law enforcement technicians to answer 9-1-1 calls, as required.

MINIMUM REQUIREMENTS:

Graduation from high school or its equivalent.*

OTHER REQUIREMENTS:

Age: 18 years of age at the time of appointment.

LICENSE:

A valid California Class "C" Driver License is required to perform 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.

REQUIREMENT INFORMATION:

*To determine if the diploma is equivalent to those of U.S. high schools, the foreign transcripts must be evaluated by one of the approved organizations listed on the State of California's Commission on Teacher Credentialing website, www.ctc.ca.gov/credentials/leaflets/cl635.pdf, the National Association of Credential Evaluation Services, www.naces.org/members.htm, or the Association of International Credential Evaluators, Inc., www.aice-eval.org. These organizations are private enterprises who charge a fee for their services.

To qualify, applicants must include a legible copy of their high school diploma, GED certificate, or official letter from one of the evaluating agencies recognized by the State of California's Commission on Teacher Credentialing, National Association of Credential Evaluation Services, or Association of International Credential Evaluators, Inc. at the time of filing.

Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles and presented at the time of appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE OR MORE MOVING VIOLATIONS WITHIN THE PAST YEAR WILL NOT BE APPOINTED.**

****APPLICANTS MUST PROVIDE THEIR CALIFORNIA DRIVER LICENSE INFORMATION ON PAGE 1 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING.**

APPLICATIONS THAT DO NOT INCLUDE THE REQUIRED DRIVER LICENSE INFORMATION ON PAGE 1 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING WILL BE CONSIDERED INCOMPLETE AND SUBJECT TO REJECTION.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Minimum Requirements". Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SPECIAL INFORMATION:

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH.

Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

VETERANS' INFORMATION:

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

1. During a declared war; or
2. During the period April 28, 1952 through July 1, 1955; or
3. 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
4. In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

DISABILITY ACCOMMODATIONS:

Applicants who require special testing arrangements such as readers or interpreters must provide

advance notice of their disability and required accommodation. Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

EXAMINATION INFORMATION:

This examination will consist of a written test covering arithmetic, spelling, vocabulary, and checking for errors weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

The written test is not reviewable by candidates per Civil Service Rule 7.19.

Candidates who have taken the written test for Community Services Assistant, Sheriff/AVALON STATION, Exam #J2704Z within the past twelve (12) months are NOT eligible to retake the written test. Their written test score will be transferred to this examination. Candidates who have taken the written test after the twelve (12) month retake period but within the last twenty-four (24) months have the option of transferring their score or retaking the written test to improve their score. To transfer your score, please advise the Professional Examinations Unit in writing AT THE TIME OF FILING. If you wish to retake rather than transfer your score, THE LATEST WRITTEN TEST SCORE WILL APPLY.

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department.

ELIGIBLE INFORMATION:

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

EMPLOYMENT ELIGIBILITY INFORMATION:

Employment 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 (e.g. 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.

HOW TO APPLY:

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person, or by mail beginning on Monday, October 26, 2009 through Monday, November 23, 2009. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

Instructions for filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing Online. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by mail on business days only between 8:00 a.m. and 4:30 p.m., at the address listed below. A Standard County of Los Angeles Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the location below by the last day of filing. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323) 526-5611, TTY (323)260-5291, or (323) 267-6669.

Supplemental url: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>