

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Dr.
Monterey Park, CA 91754
(323) 526-5611

CUSTODY RECORDS CLERK I, SHERIFF

SALARY: \$2,579.45 - \$3,461.45 **MONTHLY EXAM NUMBER:** J2217P

<http://easier.co.la.ca.us/jobs/cfscripts/Careeropp.cfm?ExamNo=J2217P&Bulletin=770-2765>

SALARY INFORMATION:

(Salary includes a manpower shortage bonus)

POSITION INFORMATION:

Positions allocable to this class are responsible for receiving, reviewing, maintaining and assisting higher level clerical staff in the processing of a variety of legal documents pertaining to inmates confined in a correctional institution.

ESSENTIAL JOB FUNCTIONS:

Receives instruction and training and gains experience in the following activities:

Receives and checks inmates' court papers for accuracy; contacts courts to correct errors or to clarify vague or incomplete documents; records action required by orders for inmate history records.

Receives and reviews court release orders; verifies that orders are valid, issued by the appropriate court and not in conflict with orders from a higher court; determines which charge or charges are covered by court orders and checks for unsatisfied supplemental bookings or holds; records release information on history records and prepares files for review by releasing officer.

Processess paperwork to facilitate inmates' transfer to other correctional facilities; transmits information concerning changes in inmate status, sentence and related matters to the appropriate outlying jail facility. Computes inmates' sentences in view of the type of commitment or commitments and allowances for good behavior and work time; revises sentences necessitated by amended or additional commitments, payment of fines and changes of inmate status.

Screens and routes telephone calls; furnishes information to the courts and appropriate law enforcement personnel in accordance with established departmental policies and procedures regarding release of confidential information.

Enters and retrieves on-line confidential law enforcement information; sends messages over local, state and national computerized law enforcement data systems by computer terminal or teletype machine; ensures information is complete, selects appropriate information and system to use, and codes and decodes information and composes messages in accordance with rules and regulations governing each data system.

Prepares routine correspondence to various courts, counties, police agencies and correctional institutions.

SELECTION REQUIREMENTS:

Option I:

One year's paid specialized office clerical experience assisting higher level clerical staff in the processing of a variety of legal documents in the Custody Division of the Sheriff's Department.

Option II:

Two years' paid specialized clerical experience at the level of County of Los Angeles class of Intermediate Typist Clerk.*

TYPEWRITING SKILL: Ability to type at the rate of 30 net words per minute.

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:

*In County service experience at the level of Intermediate Typist Clerk is defined as: in addition to performing skilled typing work, performs 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.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection 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 any 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.

APPOINTEES WILL BE IN CONSTANT CONTACT WITH INMATES IN A JAIL ENVIRONMENT.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING 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 faults accident; 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) 526-5606. 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 two (2) parts:

Part I- A written test covering filing, checking for errors, vocabulary, arithmetic computation, and spelling weighted 100%.

Only those candidates scoring 70% or higher on the written test will proceed to Part II.

Candidates who have taken the written test for Sheriff Station Clerk I/North County, Exam #J1132AH, or Sheriff Station Clerk I, Exam #J1132AI, within the past twelve (12) months are NOT eligible to retake the written test and will have their written test score from that examination 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.

Part II- A qualifying performance test of 30 net words per minute will be administered to candidates who have NOT held a typing position in the service of the County of Los Angeles within the last five (5) years. The typing test will be administered on computers and candidates will be allowed two (2) opportunities to pass the typing test.

The following candidates are NOT required to take the County typing test:

Those candidates who currently hold or have held a typing position in the service of the County of Los Angeles within the last five (5) years.

Those candidates who have taken and passed a Los Angeles County typing performance test at 30 net words per minute administered by a County Department within the last five (5) years. **Applicants 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 and the Los Angeles County Department of Human Resources will be accepted.

Applicants who do not pass their typing test will be allowed one additional opportunity. You must keep your scheduled appointment. Applicants who fail to appear for the additional scheduled performance typing test **will not** be allowed to reschedule a make up test, and the original score will be the final typing score. Only those candidates who pass the written and typing test will be placed on the eligible register.

THE WRITTEN AND PERFORMANCE TYPING TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies in the Los Angeles County Sheriff's Department, Correctional Services Division, Inmate Reception Center and Century Regional Detention Facility.

ELIGIBLE INFORMATION:

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 twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

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.

To apply online click this link:

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1766.

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 **Thursday, August 20, 2009**. You have the option of filing your application by either hard copy submission **-OR-** online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing On-line: 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 ON-LINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply on-line, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323)415-2580 within (5) business days of filing on-line or by 4:30 p.m. on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on 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/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location before 4:30 p.m., PST, on the last day of filing. Facsimiles of the application will not be accepted. This examination will remain open until the needs of the service are met and may close at anytime without prior notice. 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/JobInfo/empapp.pdf>