

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611
SHERIFF STATION CLERK I

SALARY: \$2,708.45 - \$3,265.36 **MONTHLY EXAM NUMBER:** J1132AJ

POSITION INFORMATION:

Positions allocable to this entry level class receive instruction and training and gain experience, under close supervision, in the performance of the full range of specialized police clerical functions in a Sheriff station.

ESSENTIAL JOB FUNCTIONS:

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

- Processes a variety of police reports; reviews reports for complete and correct information and resolves errors or obtains missing information from responsible deputy sheriff; determines and gathers necessary background information on persons or property named in report such as arrest and driver's record, wants or outstanding warrants, stolen or recovered property, etc., for use in further investigations; indexes reports in station files and appropriate computerized law enforcement data systems; prepares Arrest Disposition Report, Juvenile Petition, or other required forms; makes copies of all documents and distributes as determined by nature of reported incident; prepares and files report folder.
- Enters and retrieves on-line confidential law enforcement information, and 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 or decodes information and composes messages in accordance with rules and regulations governing each data system.
- Assembles court documents to be filed in accordance with strict legal deadlines for arraignment hearings of arrested persons ensuring that all required documents and information are complete and correct as to form and in compliance with court and legal requirements.
- Processes traffic citations and vehicular traffic incident reports; sorts traffic citations to appropriate courts; reviews each citation for correct reporting district code, Vehicle Code section, court date and time; obtains driver's license and driving record history from Department of Motor Vehicles by computer terminal; prepares transmittal log sheet for each court; prepares monthly court schedules; logs all traffic incidents and maintains traffic related files and records; notifies person cited and courts when citation has been corrected or amended; prepares various periodic statistical reports on traffic incidents and special traffic services.
- Maintains confidential and semi-confidential alphabetic, numeric, and subject matter crime and criminal records files; cross indexes files and/or documents; prepares case files ensuring all available and necessary documents and information are included; periodically purges files; makes exhaustive file searches for information not readily available.
- Types memoranda, letters, administrative and police reports, watch briefing, search warrants and other documents from rough draft or brief general instructions.
- Screens and routes telephone calls; furnishes information to the public and authorized law enforcement personnel over the telephone or at a counter in accordance with established departmental policies and procedures regarding release of confidential information.

- Takes and transcribes dictation of memoranda, letters, police investigative reports, verbatim statements of victims, witnesses or suspects, juvenile petitions, and search warrants; testifies in court regarding accuracy and content of transcribed statements, when required.

SELECTION REQUIREMENTS:

Six months' paid office/clerical experience involving typing.

TYPEWRITING SKILLS: Ability to type at the rate of 40 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.

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 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 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.

PART II - A qualifying performance test of 40 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. 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 40 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 by a Los Angeles County Department or the 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 typing test will be placed on the eligible register.

Candidates who have taken the written test for the following exams:

**Court Records System Clerk I, Exam #J2238C
Custody Records Clerk I, Exam #J2217P
Sheriff Station Clerk I, Exam #J1132AI
Sheriff Station Clerk I/North County, Exam #J1132AH
Sheriff Station Clerk I/North County, Exam #J1132AK**

within the past twelve (12) months are NOT eligible to retake the written test and will have their written test score from that examination automatically 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.

**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 at any Los Angeles County Sheriff's station.

ELIGIBLE INFORMATION:

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

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=1780.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER