

Los Angeles County Sheriff 's Department
University Centre Building, Sworn Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 981-5800
SECURITY ASSISTANT, SHERIFF

SALARY: \$2,089.27 - \$2,207.55 **MONTHLY EXAM NUMBER:** J28270

POSITION INFORMATION:

Positions allocable to this class typically report to a higher level supervisor and are non-peace officer positions assigned to assist in providing security in and around County facilities. Incumbents generally man a fixed post, but may be assigned to designated patrol areas or as fare inspectors on the Metro rail and bus systems, assigned to the Transit Services Bureau.

ESSENTIAL JOB FUNCTIONS:

- Works a fixed post, usually at the entrance of a court facility, to detect or prevent unauthorized items from entering.
- Disseminates information to the public and directs visitors to personnel and services within a County facility.
- Utilizes fixed and hand-held scanning devices to detect unauthorized weapons or devices; detains individuals for further questioning or arrest where circumstances and conditions warrant such action.
- Monitors alarm systems and electronic surveillance equipment and responds to locally activated fire, burglary or other alarms by reporting incidents to appropriate personnel.
- Locks and unlocks gates and doors at designated times.
- Permits only authorized personnel entrance to closed or restricted areas and detains unidentified or unauthorized persons.
- Observes and reports incidents of ill or injured visitors or employees to appropriate personnel.
- Relays reports of bomb threats to the appropriate law enforcement jurisdiction and participates in organized searches.
- Reports safety hazards and/or malfunctioning equipment.
- Writes daily activity, incident and non-employee injury reports.
- Operates miscellaneous equipment and/or motor vehicles as required.
- Tours the inner perimeter of a facility.
- Acts as a fare inspector on the Metro rail and bus system to ensure compliance with Metropolitan Transportation Authority policies.

SELECTION REQUIREMENTS:

AGE: Must be 18 years of age at the time of filing.

EDUCATION: Graduation from high school or its *equivalent.

SPECIAL REQUIREMENT INFORMATION:

*A General Educational Development (GED) certificate, OR pass the California High School Proficiency Examination (CHSPE), OR equivalent foreign transcripts. 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, <http://www.ctc.ca.gov/credentials/leaflets/cl635> or the National Association of Credential Evaluation Services, <http://www.naces.org/members.htm>. These organizations are private enterprises who charge a fee for their services.

Per Education Code Section 48412, passage of the California High School Proficiency Examination is the legal equivalent of a California high school diploma.

Training: Successful completion of the mandatory Department sponsored in-service training program is required prior to final appointment. The in-service training is 3 weeks long and is held at various Los Angeles County Sheriff's Department sites.

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.

All applicants (including out-of-state applicants) are required to show proof of their valid driver's license or any public entity picture identification at the time of testing.

PHYSICAL CLASS: 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

Applications filed at any other County location will not be accepted if they are not received at the location below. Facsimiles of the application will not be accepted. **THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.** For further information concerning this examination, please call Personnel Administration, Sworn Examinations Unit at (323) 981-5800, TTY (323) 260-5291 or 24 hr TTY (323) 267-6669.

SPECIAL INFORMATION:

APPOINTEES MAY BE REQUIRED TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS AND HOLIDAYS, AND WILL BE REQUIRED TO WEAR A LOS ANGELES COUNTY SHERIFF'S DEPARTMENT APPROVED UNIFORM, AND MUST COMPLY WITH THE DEPARTMENT'S APPROVED UNIFORM STANDARDS.

Successful applicants **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 (three (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, and 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) 981-5800. 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 vocabulary, reading comprehension, writing clarity, spelling, grammar, deductive and inductive reasoning, and data interpretation weighted 100%.

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

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

APPLICANTS WHO FAIL THE WRITTEN EXAMINATION MAY RETAKE THE WRITTEN TEST ONCE EVERY THIRTY (30) DAYS, NOT TO EXCEED FOUR (4) TESTS WITHIN A 12-MONTH PERIOD.

Applicants who receive a letter of disqualification as a result of their background investigation will not be allowed to reapply or retake this examination for a period of 12 months from the date of notice.

INFORMATION FOR CANDIDATES WHO PARTICIPATED IN THE WRITTEN TEST FOR SECURITY OFFICER, SHERIFF, EXAM NO., J2828L: If you have taken the written test for Security Officer and scored 30 or more correct answers, your written score from that examination may be transferred to this examination. To transfer your score, please notify the Sworn Examinations Unit, **IN WRITING, AT THE TIME OF FILING.**

TEST PREPARATION INFORMATION: There are websites available that have samples or practice tests that can help you prepare for this examination. They are only guides and do not guarantee that you will pass the examination. These sample tests are located at the following sites:

The Los Angeles County Sheriff's Department website, <http://www.lasd.org>.

The Los Angeles County Department of Human Resources website, <http://dhr.lacounty.info/>. Test Preparation Guides, under Job Information - Employment Test Preparation located on the left side of the web page.

VACANCY INFORMATION:

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

ELIGIBLE INFORMATION:

The names of candidates receiving a passing grade will be placed on the eligible register for a period of eighteen (18) months following the date of promulgation and will be placed into the background process.

Candidates who are on the eligible register may not reapply for this exam more than once every 18 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.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER