



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY AND APPLICATION INFORMATION, AND SUPERSEDES BULLETIN NUMBER 07-016, POSTED ON MARCH 27, 2007 WITH AN ORIGINAL FILING DATE OF MARCH 14, 2006. PERSONS WHO HAVE APPLIED NEED NOT REAPPLY.

Bulletin No. 07-187

Posting Date: September 27, 2007

JOB TITLE	<u>CAREER DEVELOPMENT INTERN</u> <u>OFFICE SUPPORT/CLERICAL INTERN</u>
EXAM NUMBER	R8250A
FILING DATES	March 24, 2006 until needs are met
SALARY	\$1,964.45 MONTHLY \$2,023.38 (Effective 01/01/2008) \$2,079.02 (Effective 07/01/2008) \$2,141.39 (Effective 01/01/2009)
ESSENTIAL JOB FUNCTIONS	In a training capacity and under supervision, participates in entry-level work in Office Support/Clerical. The Career Development Intern will participate in a structured on-the-job training assignment in preparation for successful progression into the Office Support/Clerical field and will be responsible for performing the following essential job functions: functions as a receptionist in a variety of settings and files, sorts and arranges documents, correspondence or other materials; assists the public by providing directions, instructions and responses to routine inquiries in person or by telephone; assists in operating a telephone computerized system, console, switchboard, or other automated communication system; uses keyboarding skills to prepare plain or corrected copy, draft letters, or reports, letters, vouchers, receipts, permits, lists, schedules, etc.; processes work through data entry on a computer; and receives payment and fees, valuables, and issues receipts for selling merchandise at a cashier's window or by mail at a Sheriff's or other department facility.
SELECTION REQUIREMENTS	Current enrollment in, completion of, or current or past eligibility for the Department of Children and Family Services' and Probation Departments' Independent Living Program*. 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. Licenses: Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment. Special Requirement Information: *Current enrollment in or completion of, or current or past eligibility for the Department of Children and Family Services' and

Department of Human Resources: Address: 500 W. Temple St., Rm 588, Los Angeles, CA 90012
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Probation Departments' Independent Living Program will be verified.

Candidates under 18 must present a work permit at the time of appointment. Incumbents in positions that require driving must be at least 18 years of age. Some positions may require applicants to meet specific age limitations at time of appointment.

Some applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**SPECIAL
INFORMATION**

Shift: Any Shift

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

Study guides and other test preparation resources are available to help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://dhr.lacounty.info>. Please click on Job Information, then click on Employment Test Preparation.

A thorough background investigation (including fingerprint search) will be required of candidates. Candidates who are found unsuitable for employment as a Career Development Intern (Office Support/Clerical) will be removed from the certification list pursuant to Civil Service Rule 6.04.

DISQUALIFYING FACTORS, INCLUDE BUT ARE NOT LIMITED TO:

- Felony convictions
- Certain job-related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence)
- Illegal use of certain controlled substances
- Poor employment history

**VACANCY
INFORMATION**

The resulting eligible register will be used for TEMPORARY employment to fill vacancies in various Departments in the County of Los Angeles as they occur.

**EXAMINATION
CONTENT**

This examination will consist of a written test weighted 100%. The written test will cover ability to file (alphabetical and numerical); checking for errors; customer service skill; safety on-the-job; mechanical aptitude; basic arithmetic; and reading comprehension.

THE EXAMINATION SPECIALTY THE APPLICANT APPLIED FOR WILL DETERMINE WHICH PORTIONS ARE SCORED AND HIS OR HER OVERALL SCORE.

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

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

**ELIGIBILITY
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 6 months following the date of promulgation.

No person may compete in this examination more than once every six (6) months.

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

Instructions for Filing Online: The Standard County Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. TO APPLY ONLINE GO TO: <https://easier.co.la.ca.us>

Applicants who apply online may upload any documents as attachments during application submission or fax the documents to (213) 380-3681 within five (5) days of filing online. Please include exam number and exam title .

Instructions for Hard Copy Submission: A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Tuesday, March 14, 2006. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

This examination will remain open until the needs of the service are met.

Application filing may be suspended at any time without advance notice. Applications must be received, either in person or by mail, by 5:00 p.m., on the last day of filing.

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. 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. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Human Resources
Employment Information Services Office
3333 Wilshire Boulevard Suite 100
Los Angeles, CA 90010
(213) 738-2084

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

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 (i.e., 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.

**VETERAN'S
CREDIT**

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:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- 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
- 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.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment 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.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.