



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION, SPECIAL INFORMATION AND SUPERSEDES BULLETIN NUMBER 07-144, POSTED MAY 24, 2007 WITH AN ORIGINAL FILING DATE OF MAY 25, 2007.

Bulletin No. 07-232

Posting Date: November 26, 2007

Salary Updated: December 31, 2008

JOB TITLE	<u>VETERAN INTERN, OFFICE AND CLERICAL SUPPORT</u>
EXAM NUMBER	R8264A
FILING DATES	May 25, 2007 until needs are met
SALARY	\$2,274.64 - \$2,976.73 MONTHLY
POSITION INFORMATION	<p>Under supervision or mentorship, participates in structured assignments in preparation for successful progression into a specific occupational field; receives job training and guidance on workplace behavior, competencies, individual responsibilities, and develops occupational skill sets; and assists journey or higher-level workers in either central or line departments by organizing, transcribing, calculating, recording and retrieving data, and performing customer service functions in order to enhance previous job skills or to gain new experience in office/clerical support.</p>
ESSENTIAL JOB FUNCTIONS	<p>Functions as a receptionist in a variety of settings and files, and sorts and arranges documents, correspondence, or other materials; assists the public by providing directions, instructions, and responses to basic inquiries in person or by telephone; uses keyboarding skills to prepare plain or corrected copy, draft letters, reports, vouchers, receipts, permits, lists, schedules, etc.; receives payment and fees, valuables, and issues receipts for selling merchandise at a cashier's window; assists in compiling, arranging, and tabulating routine statistical-financial data; assists in the procurement of supplies, equipment, and services; and collects and delivers correspondence, records, packages, etc., on regular messenger rounds upon request.</p>
MINIMUM REQUIREMENTS	<p>No experience required; however, the veteran must have been discharged or released from active duty in the Armed Forces of the United States Armed Forces under honorable conditions.</p> <p>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.</p> <p>Licenses: Some assignments may require a valid California Class C Driver License to perform job-related essential duties, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p>Some assignments may required passing a Class 3 - Moderate physical examination.</p>

Department of Human Resources: Address: Department of Human Resources, Los Angeles, CA 90010
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 899-4099

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p>SPECIAL INFORMATION</p>	<p>Special Requirement Information: Candidates are required to submit a copy of the DD214, Certificate of Discharge or Separation from Active Duty which shows honorable discharge from the United States Armed Forces at the time of filing.</p> <p>Shift: Any Shift Appointees may be required to work any shift, including evenings, nights, weekends, and holidays.</p>
<p>VACANCY INFORMATION</p>	<p>The resulting eligible register for this examination will be used to fill vacancies at various departments throughout Los Angeles County.</p>
<p>EXAMINATION CONTENT</p>	<p>This examination will consist of an evaluation of training and experience based upon application information weighted 100%.</p> <p>Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.</p>
<p>ELIGIBILITY INFORMATION</p>	<p>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.</p> <p>No person may compete in this examination more than once every six (6) months.</p>
<p>APPLICATION INFORMATION</p>	<p style="text-align: center;">*** IMPORTANT INFORMATION ***</p> <p>All applicants are required to submit a Standard Los Angeles County Employment Application. 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.</p> <p><u>Instructions for Filing Online:</u> A 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. This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. Applicants, who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please include the exam number and exam title. TO APPLY ONLINE GO TO: https://easier.co.la.ca.us.</p> <p><u>Instructions for Hard Copy Submission:</u> A Standard Los Angeles County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at http://dhr.lacounty.info (Use this only if you are not filing Online) . A standard Los Angeles County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Friday, May 25, 2007. 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, at the location stated below.</p> <p>The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM 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,</p>

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 Blvd. Suite 100
Los Angeles, CA 90010
(213) 639-6798

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=410.

**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.