

COURT RECORDS SYSTEM CLERK I, SHERIFF

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611
<http://easier.co.la.ca.us/jobs/cfscripts/Careeropp.cfm?ExamNo=J2238C&Bulletin=770-2781>

SALARY: \$2,511.00 - \$3,370.64 **MONTHLY** **EXAM NUMBER:** J2238C

POSITION INFORMATION:

Positions allocable to this class perform a wide range of specialized clerical work and data entry functions with close supervision in a large law enforcement Legal Records Processing Unit.

ESSENTIAL JOB FUNCTIONS:

Conducts data entry of small claims filed with Superior Court.

Researches and extracts technical data, and explanations of laws, policies and procedures.

Collects payment of variable fees.

Provides customer service (answer questions, and/or concerns) in person at the counter or over the phone.

Reviews documents for completeness, accuracy and compliance with legal and other requirements.

Searches records and files for data where judgment and discrimination are required in selecting or abstracting materials.

Opens, sorts, initials, time stamps, routes, and/or rejects (if necessary) incoming mail.

SELECTION REQUIREMENTS:

OPTION I: Two years' **paid** specialized office clerical experience in County service at the level of County of Los Angeles class of Intermediate Clerk/Intermediate Typist Clerk.*

OPTION II: Three years' **paid** office clerical experience outside County service.

OPTION III: A Certificate** or Associate of Arts Degree** in Clerical Procedures or Office Administration from an accredited*** college.

TYPEWRITING SKILL: Ability to type at the rate of 40 net words per minute.

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.

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:

*Experience at the level of County of Los Angeles' class of Intermediate Clerk is defined as performing specialized clerical duties. Experience at the level of County of Los Angeles' class of Intermediate Typist Clerk is defined as performing skilled typing work as well as performing specialized clerical duties.

****In order to qualify under Option III, applicants must attach a photocopy of the official transcripts of school records or certificate confirming successful completion of the required field of study at the time of filing. A Certificate in Clerical Procedures or Office Administration must be equivalent to an Associate of Arts Degree.**

***Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

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:

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.**

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

Custody Records Clerk I, Sheriff, Exam #J2217P
Sheriff Station Clerk I, Exam #J1132AI
Sheriff Station Clerk I, Exam #J1132AJ
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 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 typing 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. 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 the 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 issued within the last five (5) years by a Los Angeles County Department and 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 written and typing tests will be placed on the eligible list.

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

The written and typing tests are not reviewable by candidates per Civil Service Rule 7.19.

VACANCY INFORMATION:

The eligible list resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Court Services Division.

ELIGIBLE INFORMATION:

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

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:

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To apply online click this link:

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1783.

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 **Friday, October 23, 2009 through Friday, November 20, 2009**. 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.**

Instructions for filing Online: 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 ONLINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing Online 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 the 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/JobsInfo/empapp.pdf>.

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. 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.