



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2659

Posting Date: September 19, 2008

JOB TITLE	<u>SHERIFF STATION CLERK I</u>
EXAM NUMBER	J1132AI
FILING DATES	September 22, 2008 until needs are met
SALARY	\$2,630.18 - \$3,171.36 MONTHLY \$2,708.45 - \$3,265.36 MONTHLY (Effective 1/1/2009)
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: <ul style="list-style-type: none">• 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

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

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**SELECTION
REQUIREMENTS**

- 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.

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.

**SPECIAL
INFORMATION**

Shift: Any Shift

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.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies at any Los Angeles County Sheriff's station.

**EXAMINATION
CONTENT**

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.

If you have taken and passed the written test for Sheriff Station Clerk I / North County, Exam# J1132AH within the last twelve (12) months, your written test score from that examination may be transferred to this examination. 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. Unsuccessful candidates will automatically have their scores transferred if they took the test within the last six (6) months.

THE WRITTEN AND PERFORMANCE TYPING TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

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 six (6) months following the promulgation date.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY SIX (6) MONTHS.

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

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 **Monday, September 22, 2008**. 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.**

This examination will remain open until the needs of the service are met and may close at anytime without prior notice.

Instructions for filing online: The Standard County of Los Angeles Employment Application for this examination may 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 GO 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)415-4889 within five (5) business days of filing Online **or by 4:30 p.m., PST, on the last day of filing, whichever comes first.** Please include your Name, the Exam Number, and the Exam Title on 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., PST, at the address listed below. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobsInfo/empapp.pdf>.

ELIGIBILITY INFORMATION

APPLICATION INFORMATION

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application **will not** be accepted.

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.

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

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

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1416.

**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 (323) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. 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.

**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.

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**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.