



# City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## SENIOR ADMINISTRATIVE CLERK

**Class Code: 1368**

**Open Date: 02-19-16**

**REVISED: 02-25-16**

**(Exam Open to All Current City Employees)**

### **ANNUAL SALARY**

\$45,456 to \$64,707

The salary in the Department of Water and Power is \$50,174 to \$62,326; \$53,598 to \$66,586; and \$56,647 to \$70,386.

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Senior Administrative Clerk performs difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located. A Senior Administrative Clerk works closely with employees and members of the public, typically utilizes a personal computer to complete daily tasks, may provide training, and may assign, review, and evaluate the work of other clerical employees. A Senior Administrative Clerk may also be required to work night or early morning shifts, weekends and holidays.

### **REQUIREMENT**

One year of full-time paid office clerical experience.

### **NOTE:**

Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

### **WHERE TO APPLY**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MARCH 3, 2016.**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Written Test</b> .....	<b>Qualifying</b>
	<b>Essay</b> .....	<b>Advisory</b>
	<b>Interview</b> .....	<b>100%</b>

### **Qualifying Written Test**

The examination will consist of a qualifying multiple-choice written test, advisory essay exercise and an interview. In the qualifying multiple-choice written test, candidates may be examined for knowledge of: fundamental principles and practices of supervision including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies and procedures including Equal Employment Opportunity and Memoranda of Understanding (MOUs) pertaining to subordinate classes; file management procedures; correct English usage including spelling, punctuation and grammar; pertinent computer network security policies; policies and practices pertaining to safety and workers compensation injuries; customer service including proper telephone etiquette and basic public relations techniques; and the ability to direct and coordinate the work of a group of clerical employees engaged in a variety of administrative and clerical activities; maintain and organize filing systems; effectively prioritize work; perform basic arithmetic calculations such as addition, subtraction, multiplication, division, percentages, decimals and fractions; read and interpret written materials and technical written information; effectively proofread materials for grammatical and syntactical errors; and other necessary skills, knowledge and abilities.

On the same day as the qualifying written test candidates will be required to prepare some written material in response to a problem related to the duties of a Senior Administrative Clerk. This essay material will not be scored separately, but will be presented to the interview panel for discussion with the candidates and for consideration in the overall evaluation of the candidate's qualifications. Those who do not complete the advisory essay will not be invited to the interview and will be considered to have failed the entire examination.

Candidates will be notified later by e-mail of the time and location of the written test. The qualifying multiple-choice written test will be administered in a single half-day session on **SATURDAY, APRIL 16, 2016 AND SUNDAY, APRIL 17, 2016**, in Los Angeles.

### **Passing Score for Qualifying Written Test**

The passing score for the qualifying multiple-choice written test will be determined by Personnel Department staff after the qualifying multiple-choice written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

Candidates who pass the qualifying multiple-choice written test and complete the advisory essay will be invited to participate for the interview.

The examination score will be based entirely on the interview. In the interview, candidates may be examined for knowledge of: fundamental principles and practices of supervision including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies and procedures including Equal Employment Opportunity and Memoranda of Understanding (MOUs); safety guidelines, policies and procedures; and the ability to demonstrate basic computer proficiency, including use of word processing functions sufficient to create and format documents, perform internet searches, use electronic scheduling programs, and effectively maintain electronic file management systems; effectively prioritize tasks in order to meet deadlines and complete assignments in a timely manner; demonstrate initiative and good judgment; adapt to new and changing methods, responsibilities and priorities; direct and coordinate the work of a group of clerical employees; effectively provide customer service sufficient to handle challenging situations and resolve conflicts with customers; work as part of a team; deal tactfully and effectively with others; communicate both orally and in writing in a clear, concise, logical and accurate manner for the purposes of conveying pertinent information to others or preparing and completing standardized reports, forms and letters; and other necessary skills, knowledge and abilities.

### **NOTES:**

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
4. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test scores of each candidate.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.