



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

ACCOUNTING CLERK

Class Code: 1223

Open Date: 04-22-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$48,024 to \$68,340

NOTES:

1. For information regarding reciprocity between City of Los Angeles departments and LADWP, go to: http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An Accounting Clerk performs difficult and responsible clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of accounting records and reports, or payroll and time keeping documents; processing and monitoring of invoice payments, and personal services contract invoice payments; may perform cashiering duties; or may act as a lead person in the performance of such work.

REQUIREMENT

Two years of full-time paid office clerical experience, including one year of full-time paid clerical accounting work.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Successful completion of at least 6 semester units or 9 quarter units in bookkeeping or accounting from an accredited college or university may be substituted for a maximum of six months of the required clerical accounting experience. The name of the school and completion date of the required course must be listed on your application in the Supplemental Questions Section of the application.
3. Applicants must list their clerical accounting experience, including the percentage of time spent performing these duties, separately in the work history section of the on-line application.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying coursework.
6. Retail cashiering does not qualify as clerical accounting experience.

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> for Open Competitive Examinations and 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, MAY 05, 2016.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the written test in the following order: 1) Los Angeles City promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from April 22, 2016 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test100%

In the written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: the content and purpose of basic documents such as invoices and payroll forms; standard office practices including filing, indexing and cross-referencing methods; arithmetic including addition, subtraction, multiplication, division, percentages, averages, and other accounting computations such as interest and discounts; the ability to: identify and reconcile discrepancies between accounts or cash-on-hand and documents with numerical or monetary values; use office machines such as personal computers, calculators, fax machines, photocopiers, and scanners; use personal computers and basic software applications, such as spreadsheets and word processing, necessary for performing clerical accounting duties; read and understand accounting documents, reports, and memos; deal tactfully and effectively with the general public, vendors, supervisors, and other employees; to interpret authoritative documents, such as, City Charter, Form 41's, Memoranda of Understanding (MOUs), and administrative codes; write legibly using correct English grammar; communicate on a one-to-one basis in person or by telephone in clear, understandable English; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the time and location of the written test, which will be held in a single half-day session on **SATURDAY, JULY 9, 2016**, in Los Angeles.

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. 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.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. In conjunction with Civil Service Rules, applicants who are current eligible City employee or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
6. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit at the rate of 0.25 of a point for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

Notice:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE 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.

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