



City of Los Angeles

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City of Los Angeles Personnel Department

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LIBRARY ASSISTANT

Class Code: 1172

Open Date: 01-08-16

(Exam Open to Current City Employees)

ANNUAL SALARY

\$48,003 to \$64,686 and \$56,501 to \$76,149

NOTES:

1. Candidates from the eligible list normally are appointed to vacancies in the lower pay grade.
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

A Library Assistant performs routine professional, subprofessional, and difficult clerical work in the Library Department; assigns, reviews, and evaluates the work of clerical personnel engaged in various library clerical duties; responds to inquiries from the public, and resolves complaints; may serve at a public service desk; applies sound supervisory principles and techniques in building, and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Two years of full-time paid library clerical experience as a Library Clerical Assistant or Administrative Clerk (formerly titled Clerk Typist), with the City of Los Angeles, Library Department.

Successful completion of 16 semester or 24 quarter units in library science from an accredited trade school, college or university may be substituted for a maximum of one year of the above experience lacking.

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. 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>.
3. Applicants must list their school name, location, course titles, and completion dates in the Supplemental Questions section of the on-line application.
4. Some positions may require ability to lift up to 15 pounds and occasionally over 25 pounds.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

APPLICATION DEADLINE

Applications must be received by **JANUARY 21, 2016.**

SELECTION PROCESS

Examination Weights:	Written	Qualifying
	Essay	Advisory
	Interview	100%

The examination for Library Assistant will consist of a qualifying written test, an advisory essay, and an interview. In the written test, which will consist of multiple choice questions, candidates may be examined for knowledge of: office practices, to include filing, indexing, and cross referencing methods; computer equipment, and other office equipment used in the library, including computer spreadsheets, and word processing programs; supervisory techniques, and personnel procedures, including planning, decision-making, organizing, assigning, evaluating, disciplining, Equal Employment Opportunity, and Memoranda of Understanding as they apply to subordinate personnel; the ability to perform complex library clerical work, and make arithmetic calculations; handle difficult customer interactions and complaints with tact and professionalism; and other necessary knowledge, skills, and abilities.

In the advisory essay, candidates will be required to prepare a narrative response to a specific problem related to the duties and responsibilities of a Library Assistant. This material will not be scored separately, but will be considered by the interview board in evaluating each candidate's response for cogency of content; soundness of judgment; level of written communication; and composition skills; including proper organization, presentation, English usage and grammar.

Candidates must complete the advisory essay, which will be administered at the time of the written test. Those who do not pass the multiple choice test and/or 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 qualifying written test and advisory essay problem which will be administered in a single half-day session, on **SATURDAY, MARCH 12, 2016 in Los Angeles.**

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the 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 may be set either above or below 70%.**

The examination score will be based entirely on the interview. Candidates must achieve a passing score in the qualifying written test in order to be called for the interview. In the interview, emphasis will be placed on the adequacy of the candidate's experience and background in providing the skills necessary to perform the duties of the Library Assistant, including knowledge of: supervisory techniques and personnel procedures, including planning, decision-making, organizing, assigning, evaluating, disciplining, Equal Employment Opportunity and Memoranda of Understanding, as they apply to subordinate personnel; grammar, to include correct punctuation, spelling, and proper grammatical usage; and the ability to: perform complex library clerical work and to make arithmetic calculations; organize and prioritize tasks; use good judgment; communicate and deal tactfully and effectively with other employees and the public; handle difficult customer interactions and complaints with tact and professionalism; and other necessary knowledge, skills, 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. 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% 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 score 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.

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