



# City of Los Angeles

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City of Los Angeles Personnel Department

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

## ADMINISTRATIVE CLERK (FORMERLY CLERK TYPIST)

**Class Code: 1358**

**Open Date: 10-09-15**

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

### **ANNUAL SALARY**

\$38,857 to \$52,387

The salary in the Department of Water and Power is \$33,073 to \$41,070; \$40,590 to \$50,425; and \$46,541 to \$57,795.

### **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**

An Administrative Clerk performs general office work, which may include customer service, basic word processing, data entry, filing and organizing, and related work.

### **REQUIREMENTS**

1. Current employment with the City of Los Angeles **and**
2. Six months of full-time paid experience in clerical work or retail sales.

### **NOTES:**

1. Applicants may use outside work experience to qualify.
2. High school graduation is desired but not required.
3. Some positions may require the ability to type quickly and accurately. Therefore, some City departments may test your typing speed and accuracy at the time of the department selection process. You will be notified if a typing test is required.

### **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 <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **APPLICATION DEADLINE**

**Applications must be received by THURSDAY, OCTOBER 22, 2015.**

### **NOTE:**

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

## **SELECTION PROCESS**

**Examination Weight: Written Test. .... 100%**

The examination will consist entirely of a multiple-choice written test. In the multiple-choice written test, the following competencies may be evaluated: Customer Service, Follow Written Directions, Attention to Detail, Teamwork, Judgment and Decision Making, and Computer Proficiency.

Additional information can be obtained by going to <http://per.lacity.org/eeo/JobAnalyses.htm> and clicking on Competencies under Administrative Clerk.

Candidates will be notified later by e-mail of the date, time, and location of the written test, which will be administered in a single half-day session in Los Angeles. It is anticipated that administrations of the written test will begin on **DECEMBER 19, 2015**.

### **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 if 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% is required to be placed on the eligible list.
5. Your rank on the employment list may change as the scores of candidates from other administration of this examination are merged onto one list.
6. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protest as provided in 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 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 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.