



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

PARK SERVICES ATTENDANT

Class Code: 2412

Open Date: 04-24-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$30,296 to \$37,625 and \$43,138 to \$53,598

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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 Park Services Attendant serves the public at, or operates, amusement, tennis reservation, lodge, auditorium, information booth or service facilities at City parks or recreational areas; or supervises such work in a lead capacity.

NOTE

Some Park Services Attendants will be required to work weekends, evenings and holidays and can be reassigned to any work location in the City. They may be required to work overtime and in bad weather.

REQUIREMENTS

600 hours with the City of Los Angeles as an Assistant Park Services Attendant, Swimming Pool Clerk, Museum Guide, Park Activity Monitor or Recreation Assistant.

NOTES:

1. A valid California driver's license may be required. Candidates may be disqualified and not eligible for hire if their record within the past 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
2. Applicants must confirm their qualifying experience by submitting a City of Los Angeles "Verification of Work Experience" (VWE) form, which may be obtained on-line at <http://per.lacity.org/exams/vwe-sup.pdf>.
3. Applicants will have seven (7) calendar days from the on-line submission date to submit a copy of their VWE form by attaching the form to the on-line application at the time of filing or delivering it to the Personnel Department, Room 100, 700 E. Temple Street, Los Angeles, CA 90012. Candidates who fail to submit their documents within the time required will not be considered further in this examination and their applications will not be processed.

SELECTIVE CERTIFICATION

In accordance with Charter Section 1010 (b) and Civil Service Rule 5.31, selective certification will be used for some positions that require special skills and/or training. Only persons possessing the following at the time of filing may be considered for appointment to fill such positions.

The ability to speak or write a language other than English.

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> for Open Competitive 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 07, 2015.

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) Applicants currently employed by the City of Los Angeles who meet the minimum requirements, or are on a reserve list; 2) 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 24, 2015 in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

Examination Weight: Written Test100%

The examination will consist entirely of a multiple-choice written test. In the written test, candidates may be examined for the knowledge of: basic arithmetic and cash handling procedures including types of acceptable personal identification; and the ability to operate a point-of-sale system; read, follow, and apply written instructions and procedures relating to ticket sales, reservations, and cash handling; accurately and rapidly compare sets of numbers to detect errors; attention to detail sufficient to identify safety hazards and calmly respond to emergencies; perform tasks independently and with minimal supervision; organize and assign work as a lead worker; deal tactfully and effectively, both in person and by phone, with the public and other employees; and other necessary skills, knowledge, and abilities.

The written test will be administered in a single half-day session on **SATURDAY, JUNE 20, 2015**, in Los Angeles. Candidates will be notified by e-mail of the time and location of the written test.

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.

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 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