



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL PROPERTY OFFICER

Class Code: 3210

Open Date: 07-17-15

(Exam Open to Current City Employees)

REVISED: 07-30-15

ANNUAL SALARY

\$61,157 to \$75,961

NOTES:

1. Certain work shift assignments may be entitled to additional compensation.
2. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
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 Principal Property Officer supervises a group of Senior Property Officers, Property Officers and other personnel engaged in maintaining physical custody, control, and detailed documentation of department-owned equipment and booked property.

REQUIREMENT

One year of full-time paid experience as a Senior Property Officer with the City of Los Angeles.

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. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire 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 <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, AUGUST 6, 2015.**

SELECTION PROCESS

Examination Weights: Essay **Advisory**
Interview **100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. Emphasis will be placed on the candidate's preparation to assume the duties of a Principal Property Officer including knowledge of: applicable Federal, State and local laws and Los Angeles Police Department policies and procedures as they relate to the care, custody, and processing of departmental and evidential property; management/supervisory principles and practices including motivation, training, equal employment opportunity, discipline, performance evaluation, grievance handling, and the Memoranda of Understanding as they relate to subordinate personnel; the ability to: use judgment and analyze situations as they occur; follow directions; use complex automated systems and computers sufficient to complete required assignments; read and interpret various types of statistical data; interact effectively with employees and the public; communicate orally and in writing, and other knowledge, skills, and abilities.

At the time of the interview, candidates will be required to respond to an advisory essay exercise related to the duties and responsibilities of a Principal Property Officer. This material will not be separately scored, but will be provided to the interview board for discussion with the candidate and for consideration in some of the areas covered in the interview, as described in the above paragraph. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that personal computers (PCs) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will be held in late **SEPTEMBER 2015** through early **OCTOBER 2015**.

If, in accordance with the Rule of Three Whole Scores, all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidate's City employment application by Personnel Department staff to ensure that the minimum requirements are met.

NOTES:

1. This examination is based on a content validation study, and as provided by the Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. The seniority credit included in the final general average grade of each candidate will be computed at the rate of 0.25 of a point for each year of continuous service as a Senior Property Officer, with the City of Los Angeles.
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.
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

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), and Acquired Immune Deficiency Syndrome.