



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

ADMINISTRATIVE CLERK

Class Code: 1358

Open Date: 03-30-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$37,584 to \$54,935

The salary in the Department of Water and Power is \$43,785 (flat rated); \$43,263 to \$53,766; \$49,631 to \$61,679.

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.
3. Annual salary is at the start of the pay range. The current salary range is subject to change. Please 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.

REQUIREMENT/MINIMUM QUALIFICATION

Six months of full-time paid experience in clerical work or retail sales.

PROCESS NOTES

1. High school graduation is desired but not required.
2. 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.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions 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 FROM 8:00 a.m., Friday, April 6, 2018 to 11:59 p.m., Thursday, April 12, 2018. Applications submitted before the start of the filing period will not be accepted. **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.

NOTE:

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

For additional information and FAQs regarding the City's hiring process, please go to: <http://per.lacity.org/index.cfm?content=employmenttestingprocess>

APPLICATION DEADLINE

Applications must be received by THURSDAY, APRIL 12, 2018.

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 based on a random sampling of those qualified candidates. Applications submitted during the filing period **may** be kept on file in the event that additional applicants need to be tested to meet hiring needs.

SELECTION PROCESS

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

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. The first dates scheduled for the written test are Sunday, June 17, 2018, Saturday, June 23, 2018, Sunday, June 24, 2018, and Saturday, June 30, 2018. Additional tests may be added, if necessary.

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.
4. A final average score of 70% is required to be placed on the eligible list.
5. 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.