



City of Los Angeles

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City of Los Angeles Personnel Department

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PRINCIPAL CLERK

Class Code: 1201

Open Date: 02-13-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$51,009 to \$74,583

NOTE:

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 Clerk plans, organizes, and directs the work of clerical employees engaged in a wide variety of clerical activities or independently does clerical work of a highly responsible nature; 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 office clerical experience with the City of Los Angeles in a class at the level of Senior Clerk.

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. 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. **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.

NOTES:

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, FEBRUARY 26, 2015.**

SELECTION PROCESS

Examination Weights:	Written Test	Qualifying
	Essay	Advisory
	Interview	100%

The examination will consist of a qualifying written test, advisory essay, and an interview. The qualifying written test will consist of multiple-choice questions in which candidates may be examined for knowledge of: pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; pertinent provisions in clerical Memoranda of Understanding (MOUs) affecting subordinate personnel, including grievance procedures; City and departmental rules, regulations, and procedures regarding records retention, including how to obtain and forward records, uses of centralized and decentralized systems for records retention; alphabetical, numerical, chronological, and subject filing systems; safety rules to ensure safe working conditions, including applicable CAL/OSHA regulations; proper English usage, including rules of grammar, punctuation, and report writing; basic computer skills sufficient to access the internet and create documents, spreadsheets, and databases using Microsoft Word, Excel, and Access; supervisory principles and practices, including directing, assigning, motivating, training, counseling, disciplining, commending, and evaluating the work of subordinates; and the ability to perform mathematical calculations including fractions, decimals, and percentages; read and interpret complex materials; and other necessary skills, knowledge, and abilities.

On the same day as the qualifying written test, candidates will also be required to prepare some written material relating to the duties of a Principal Clerk. This material will not be separately scored, but for those candidates who pass the qualifying multiple-choice written test, it will be presented to the interview panel for discussion with the candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates who do not complete the advisory writing exercise 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 multiple-choice written test and advisory writing exercise, both of which will be held in a single half-day session on **SATURDAY, APRIL 25, 2015**, in Los Angeles.

Passing Score for the Qualifying Written Test

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

All candidates who pass the qualifying multiple-choice written test and complete the advisory essay will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: the uses and capabilities of office equipment, including computers, fax machines, copiers, and scanners; office practices and procedures, including appropriate channels for correspondence and communication within the unit, division, or department; functions of other City departments; pertinent provisions in clerical Memoranda of Understanding (MOUs) affecting subordinate personnel, including grievance procedures; general duties of various clerical classifications; basic computer skills sufficient to access the internet and create documents, spreadsheets, and databases using Microsoft Word, Excel, and Access; supervisory principles and practices including directing, assigning, motivating, training, counseling, disciplining, commending, and evaluating the work of subordinates; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; proper English usage, including rules of grammar, punctuation, and report writing; and the ability to direct and coordinate the work of employees engaged in a variety of clerical activities; properly delegate authority to subordinates; review and evaluate office documents and forms for usefulness, effectiveness, and functionality; innovate and implement more efficient and effective methods of operation; communicate, both orally and in writing, in a clear, concise, and effective manner sufficient to explain and obtain information on a one-to-one basis or in a group; use diplomacy and effective public relations techniques sufficient to deal tactfully and effectively with subordinates, supervisors, the public, and others; work under pressure; and other necessary skills, knowledge, 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. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time 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. Candidates will have seniority credits added to their examination grade at the rate of 0.25 of a point for each year of continuous classified City service in those classes which provide qualifying experience for this class.
5. A final average score of 70% on the interview portion of the examination 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), or Acquired Immune Deficiency Syndrome.