



City of Los Angeles

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City of Los Angeles Personnel Department

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RISK AND INSURANCE ASSISTANT

Class Code: 1645

Open Date: 11-21-14

ANNUAL SALARY

\$56,898 to \$70,678

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 Risk and Insurance Assistant performs various paraprofessional risk management duties in assisting professional Risk Management personnel in the review, evaluation, analysis, and processing of insurance and/or bond documentation for compliance with City Charter, Administrative and Municipal Codes, and contract and permit requirements. A Risk and Insurance Assistant also maintains insurance records including liability insurance documents, certificates evidencing Workers' Compensation Insurance, performance and payment bonds, and security instruments and does related work.

REQUIREMENT

Three years of full-time paid experience with the City of Los Angeles in a class at the level of a Senior Clerk Typist with one year experience in reviewing, analyzing, issuing and processing insurance and/or bond documentation.

NOTE:

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.

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.

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, DECEMBER 4, 2014.**

SELECTION PROCESS

Examination Weight: Interview 100%

The examination score will consist entirely of an evaluation of your professional and personal qualifications by interview. In the interview, emphasis will be placed on an evaluation of the nature and adequacy of your experience and training as they provide the background to perform the duties of a Risk and Insurance Assistant, including the knowledge of: basic principles, practices, methods, terminology, and techniques of risk management; data processing and computer-based systems capabilities as they relate to gathering, retrieving, storing, and manipulating data; the ability to effectively communicate orally and in writing; the ability to deal tactfully and effectively with others, including the public, City officials, supervisors, and other employees; the ability to gather factual information and conduct research; and other necessary skills, knowledge and abilities.

It is anticipated that interviews will begin during the period of **JANUARY 5, 2015 through JANUARY 16, 2015**. Candidates will be notified by e-mail of the date, time and location of the interviews.

NOTES:

1. 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.
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. A final average score of 70% is required to be placed on the eligible list.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
6. 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 candidates' City employment application by Personnel Department staff to ensure minimum qualifications have been met.

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.