



# City of Los Angeles

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City of Los Angeles Personnel Department

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## EXECUTIVE ADMINISTRATIVE ASSISTANT

**Class Code: 1117**

**Open Date: 10-02-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$48,566 to \$65,479; \$62,786 to \$84,605; and \$67,296 to \$90,681

### **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**

An Executive Administrative Assistant reports directly to an executive position at least at the level of an Assistant General Manager; performs administrative support functions which allows the manager or executive to focus on executive level responsibilities; performs highly specialized and responsible secretarial, and, on occasion, stenographic work in an executive office or bureau; and performs other duties as assigned.

### **REQUIREMENT**

Two years of full-time paid experience in a class at least at the level of Secretary performing all of the following secretarial work: routing calls to the appropriate person or location; maintaining appointment calendars; arranging appointments and meetings; preparing for and setting up meetings; taking minutes of meetings; reviewing and editing documents; reading, routing, and tracking incoming and outgoing correspondence; and composing routine correspondence.

### **NOTES:**

1. Applicants who lack six months or less of the above 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.

### **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, OCTOBER 15, 2015**.

## **SELECTION PROCESS**

**Examination Weights:** Written Test ..... Qualifying  
Interview ..... 100%

The examination will consist of a qualifying written test and interview. In the qualifying written test, which will consist of multiple-choice questions, candidates may be examined for knowledge of: office practices and procedures; alphabetical, numerical, and chronological and subject filing systems; capabilities and uses of office machines; rules of spelling, grammar, punctuation, letter, and report format; City and departmental rules, regulations, and procedures regarding records retention; clerical MOU and other employee relations' provisions; principles and practices of supervision including equal employment opportunity principles and practices; ability to read and understand complex material; perform basic mathematic calculations; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by e-mail of the time and location of the qualifying written test, which will be administered in a single half-day session on **SATURDAY, DECEMBER 5, 2015**, in Los Angeles.

### **Passing Score for 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 written test will be invited to participate in the interview.

The examination score will be based entirely on the interview. In the interview, emphasis will be placed on the candidate's experience, training, and professional development as they have provided the background and abilities needed to effectively perform higher level responsible administrative support work, including an understanding of sound supervisory principles and practices and equal employment opportunity responsibilities; general duties of the various clerical classes; Mayor's Executive Directives, CAO rules, Administrative Code and Municipal Code; Civil Service Rules; interview techniques for the purpose of selecting new employees; and the abilities to: write routine memos and correspondence; demonstrate organizational skills; supervise by assigning, directing, training and evaluating the work of subordinates; principles and practices of effective public relations techniques; work effectively and cooperatively with others and communicate effectively; and other necessary knowledge, skills, 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. 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](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. 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.
5. A final average score of 70% in the interview 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.