



City of Los Angeles

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City of Los Angeles Personnel Department

per.lacity.org

ACCOUNTING CLERK

Class Code: 1223

Open Date: 07-13-18

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$49,005 to \$71,618

NOTE:

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 Accounting Clerk performs difficult and responsible clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of accounting records and reports, or payroll and time keeping documents; processing and monitoring of invoice payments, and personal services contract invoice payments; may perform cashiering duties; or may act as a lead person in the performance of such work.

REQUIREMENT/MINIMUM QUALIFICATION

Two years of full-time paid office clerical experience, including one year of full-time paid clerical accounting work.

Successful completion of 6 semester or 9 quarter units in bookkeeping or accounting from an accredited trade school, college or university may be substituted for a maximum of six months of the above required experience.

PROCESS 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. Applicants wishing to substitute completion of 6 semester or 9 quarter units in bookkeeping or accounting for experience must list their school name and location, appropriate course titles, their respective number of semester or quarter units, and completion dates for each course claimed as qualifying in the Supplemental Questions section of the on-line application. Applicants who fail to provide this information on their application will not be considered further in this examination.
3. Applicants must list their clerical accounting experience, including the percentage of time spent performing these duties, separately in the Supplemental Questions Section of the on-line application. Applicants who fail to provide this information on their application will not be considered further in this examination.
4. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
5. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of completion of qualifying coursework. Applicants who wish to expedite this process may attach a copy of their transcripts (annotated with bookkeeping or accounting courses, credit earned, and grade received) in the Attachments section of the on-line application at the time of filing.
6. Retail cashiering does not qualify as clerical accounting experience.

WHERE TO APPLY

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **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>.

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 will only be accepted on-line on the dates listed below:

From 8:00 a.m. Friday, July 13, 2018 to 11:59 p.m., Thursday, July 26, 2018

From 8:00 a.m. Friday, June 7, 2019 to 11:59 p.m., Thursday, June 20, 2019

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administrative purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

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 weighted multiple-choice test in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) 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

Examination Weight: Multiple-Choice Test100%

The examination will consist entirely of a weighted multiple-choice test administered and proctored on-line. In the on-line multiple-choice test, the following competencies may be evaluated: Reading Comprehension, Mathematics, Judgment and Decision Making, Attention to Detail, Interpersonal Skills, and Job Knowledge, including knowledge of: fundamental accounting and bookkeeping concepts and practices; basic accounting documentation, including their purpose, contents, and the proper manner in which they should be completed; and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/index.cfm?content=jobanalyses> and clicking on Competencies under Accounting Clerk.

The multiple-choice test will be proctored and administered on-line during a single session. Candidates invited to participate in the on-line multiple-choice test will be able to take the test from any location using a computer with a webcam and a reliable internet connection. Candidates will receive an e-mail from the City of Los Angeles outlining the dates and specific steps on how to take the multiple-choice test on-line. It is anticipated that candidates invited to participate in the first administration of the weighted multiple-choice test will be able to take the multiple-choice test on-line beginning in **SEPTEMBER 2018**. Candidates who do not complete and submit the remote proctored multiple-choice test on-line using a computer by the specified date and time will not be considered further in this examination. Additional test dates may be added as needed.

NOTES:

1. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the multiple-choice 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.
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. You may take the Accounting Clerk multiple-choice test only once every 24 months.
5. Your rank on the employment list may change as scores of candidates from other administrations of the examination are merged onto one list.
6. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
7. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
8. A final average score of 70% or higher is required to be placed on the eligible list.
9. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 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 regular 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 BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.