



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR EXAMINER OF QUESTIONED DOCUMENTS

**Class Code: 3231**

**Open Date: 07-22-16**

**REVISED: 08-03-16**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$95,693 to \$139,937

### **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 Senior Examiner of Questioned Documents plans, reviews and evaluates the work of a group of Examiners of Questioned Documents engaged in examining and identifying handwriting and some mechanical impressions on questioned documents in connection with the investigations of crimes; conducts some of the more complex investigations; gives expert testimony in court; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills Equal Employment Opportunity responsibilities.

### **REQUIREMENT/MINIMUM QUALIFICATION**

Three years of full-time paid professional experience in examining, comparing, and identifying handwriting and mechanical impressions on questioned documents in a law enforcement agency or a federal or state investigation and identification agency, two years of which must be at the level of an Examiner of Questioned Documents.

### **PROCESS NOTES**

1. In addition to the regular City application, all applicants must complete a Senior Examiner of Questioned Documents Qualifications Questionnaire at the time of filing. The Senior Examiner of Questioned Documents Qualifications Questionnaire is located within the Supplemental Questions section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Candidates 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.
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions after obtaining a four-year degree.
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. 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 and 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 <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional 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**

## **APPLICATION DEADLINE**

Applications and Qualifications Questionnaire must be received by **THURSDAY, AUGUST 25, 2016**.

## **SELECTION PROCESS**

After meeting minimum qualifications, candidates will be scheduled for the following:

Examination Weights:	Essay .....	Advisory
	Interview .....	100%

The examination will consist entirely of an evaluation of the candidate's professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's knowledge of: supervisory techniques; laboratory methods; Equal Employment Opportunity policies and procedures; MOU provisions for subordinate personnel; disciplinary steps, penalties, and procedures; safety principles and practices; and the ability to: pay attention to detail; communicate orally; identify special training needs; apply supervisory principles and techniques; apply ethical principles; apply the laboratory's corrective action process; and other necessary knowledge, skills, and abilities.

At the time of the interview, candidates will be required to respond to an advisory essay exercise related to the duties and responsibilities of a Senior Examiner of Questioned Documents. This material will not be separately scored, but will be provided to the interview board for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

As part of their evaluation of each candidate's overall qualifications for the job, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may expect panel members to discuss this information during the interviews. Unsolicited supplemental information will not be submitted to the interview panel.

Candidates will be notified later by e-mail of the date, time, and place of the interviews, which will be held in Los Angeles. It is anticipated that interviews will be held from **SEPTEMBER 19, 2016** through **SEPTEMBER 30, 2016**.

## **NOTES:**

1. 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 service, the Civil Service Commission, upon request of the appointing authority may approve certification of such open competitive candidates ahead of the promotional candidates.
2. 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.
3. 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 applications by Personnel Department staff to ensure that the minimum qualifications have been met.
4. 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 the following: [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
5. 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.
6. A final average score of 70% in the interview portion of the examination is required to be placed on 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.