



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/ COUNTY CLERK
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 14-07

Posting Date: June 28, 2007

JOB TITLE	<u>CLERK, NC / RECURRENT / HEAVY LIFTING</u>
EXAM NUMBER	E9304A
FILING DATES	June 29, 2007 until needs are met
SALARY	\$10.18 - \$11.67 HOURLY \$10.18 - \$12.00 HOURLY (Effective 07/01/07) \$10.49 - \$12.37 HOURLY (Effective 01/01/08) \$10.49 - \$12.71 HOURLY (Effective 07/01/08) \$10.81 - \$13.10 HOURLY (Effective 01/01/09)
POSITION INFORMATION	Performs clerical duties requiring a working knowledge of subject matter and the clerical functions involved and the use of initiative and independent judgement within a recognized procedure.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Waits on the public or acts as a receptionist in a small office; answers routine inquiries in person or by telephone.• Indexes, codes and cross-references records or files according to established procedures.• Does all types of filing (alphabetical, numerical, chronological and code) and pulls and charges out file material.• Sorts and arranges documents or correspondence in alphabetical or numerical order.• Makes routine checks of clerical work for compliance with specific requirements of form and content.• Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.• Makes out bills, order, notes, receipts, permits, licenses, etc., by hand.• Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter.• Operates various office machines or equipment requiring little specialized training.• Makes routine adjustments through telephone calls or inter-departmental memos.• Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.• Does comparing and proofreading.• Searches records and files for data.• Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules.• Requisition, received and charges out supplies.• Some assignments require frequent heavy lifting over 25 lbs. combined with bending and stooping.• Operates a small telephone switchboard as needed.• Collect and delivers correspondence, records, packages, etc., on regular messenger rounds and upon request.

Registrar-Recorder/ County Clerk: Address: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p>MINIMUM REQUIREMENTS</p>	<p>No training or experience is required.</p> <p>Physical Class: 4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.</p>
<p>SPECIAL INFORMATION</p>	<p>Shift: Any Shift Appointees will be required to work any shift, including evenings, weekends, and holidays. The eligible register will be used for temporary employment only.</p>
<p>VACANCY INFORMATION</p>	<p>The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk.</p>
<p>EXAMINATION CONTENT</p>	<p>This is a noncompetitive examination. This examination is intended to merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register except a person without veterans credit may not be appointed if there are three or more names on the list of persons entitled to veterans credit.</p>
<p>ELIGIBILITY INFORMATION</p>	<p>The names of candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.</p> <p>RETAKE: Employees who were appointed and released after an election cycle may reapply for this examination three (3) days from the date of release.</p> <p>All eligible candidates that were on the certification list under examination No. E9304-2NC will be transferred to this current examination. Persons who have previously applied need not apply until the eligibility period has expired, which is 12 months from the date of your result notice.</p> <p style="text-align: center;">**** IMPORTANT INFORMATION ****</p>
<p>APPLICATION INFORMATION</p>	<p>A standard Los Angeles County Employment Application must be submitted on business days only Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., beginning Friday, June 29, 2007. Applications will be accepted until the needs of the Department are met. This examination is subject to closure without prior notice.</p> <p>For each job held give the name and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information supplied by applicants is subject to verification.</p> <p>Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address: Registrar-Recorder/County Clerk Human Resources Division 12400 Imperial Highway, Room No. 2204 Norwalk, CA 90650 (562) 462-2285</p>

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**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.