

CAREER OPPORTUNITIES

County of Los Angeles - Department of Human Resources

Bulletin Number: 07-228 **Bulletin Posted:** November 26, 2007

REBULLETIN:

THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION, SPECIAL INFORMATION, AND SUPERSEDES THE BULLETIN NUMBER 07-140, POSTED MAY 24, 2007 WITH AN ORIGINAL FILING DATE OF MAY 25, 2007.

HOW TO APPLY:

All applicants are required to submit a Standard Los Angeles County Employment Application. You have the option of filing your application either hard copy submission -OR- Online (via electronic submission). **Please select only one method to file your application.**

**Department of Human Resources
Department of Human Resources
Employment Information Services Office
3333 Wilshire Boulevard, Suite 100
Los Angeles, CA 90010
(213) 639-6798**

VETERAN INTERN, ADMINISTRATIVE SUPPORT

SALARY: \$2,822.00 - \$3,687.36 **MONTHLY EXAM NUMBER:** R8260A

POSITION INFORMATION:

Under supervision or mentorship, participates in structured assignments in preparation for successful progression into a specific occupational field; receives job training and guidance on workplace behavior, competencies, individual responsibilities, and develops occupational skill sets; and assists journey or higher-level workers in either central or line departments by researching, analyzing and making recommendations for the solutions of a variety of problems of budget, organization, program, or personnel in order to enhance previous job skills or to gain new experience in administrative support.

Selected candidates for this position may participate in the above training program for approximately 12-24 months.

ESSENTIAL JOB FUNCTIONS:

Researches information and analyzes statistical data to assist in housekeeping and record keeping functions; assists in the preparation and the presentation of oral and/or written reports; assists in the analysis, interpretation, and research of various human resources activities; assists in promoting and maintaining public relations for various programs, services, or activities; learns the structure and operation of County government; and attends training sessions and staff conferences.

MINIMUM REQUIREMENTS:

No experience required; however, the veteran must have been discharged or released from active duty in the Armed Forces of the United States Armed Forces under honorable conditions.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

REQUIREMENT INFORMATION:

Candidates are required to submit a copy of the DD214, Certificate of Discharge or Separation from Active Duty which shows honorable discharge from the United States Armed Forces at the time of filing.

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

Instructions for Filing Online: A Standard County Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. Applicants, who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please include the exam number and exam title.

To apply online, click on the link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=130BR

Instructions for Hard Copy Submission: A Standard Los Angeles County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at <http://dhr.lacounty.info> (Use this only if you are not filing Online). A standard Los Angeles County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Friday, May 25, 2007. This examination will remain open until the needs of the service are met. Application filing may be suspended at any time without advance notice. Applications must be received, either in person or by mail, by 5:00 p.m., on the last day of filing, at the location stated below.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SPECIAL INFORMATION:

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

VETERANS' INFORMATION:

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:

1. During a declared war; or
2. During the period April 28, 1952 through July 1, 1955; or
3. 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
4. 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.

DISABILITY ACCOMMODATIONS:

Applicants who require special testing arrangements such as readers or interpreters must provide advance notice of their disability and required accommodation. Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099 or (800) 897-0077. The County will attempt to meet reasonable accommodation requests whenever possible.

EXAMINATION INFORMATION:

This examination will consist of an evaluation of training and experience based upon application information weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies at various departments throughout Los Angeles County.

ELIGIBLE INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 6 months following the date of promulgation.

No person may compete in this examination more than once every six (6) months.

EMPLOYMENT ELIGIBILITY INFORMATION:

Employment 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.

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 (e.g. 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.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER