



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2706

Posting Date: August 19, 2009

JOB TITLE	<u>CUSTODY RECORDS CLERK I, SHERIFF</u>
EXAM NUMBER	J2217P
FILING DATES	August 20, 2009 until needs are met
SALARY	\$2,445.00 - \$3,281.18 MONTHLY
POSITION INFORMATION	Positions allocable to this class are responsible for receiving, reviewing, maintaining and assisting higher level clerical staff in the processing of a variety of legal documents pertaining to inmates confined in a correctional institution.
ESSENTIAL JOB FUNCTIONS	Receives instruction and training and gains experience in the following activities: Receives and checks inmates' court papers for accuracy; contacts courts to correct errors or to clarify vague or incomplete documents; records action required by orders for inmate history records. Receives and reviews court release orders; verifies that orders are valid, issued by the appropriate court and not in conflict with orders from a higher court; determines which charge or charges are covered by court orders and checks for unsatisfied supplemental bookings or holds; records release information on history records and prepares files for review by releasing officer. Processes paperwork to facilitate inmates' transfer to other correctional facilities; transmits information concerning changes in inmate status, sentence and related matters to the appropriate outlying jail facility. Computes inmates' sentences in view of the type of commitment or commitments and allowances for good behavior and work time; revises sentences necessitated by amended or additional commitments, payment of fines and changes of inmate status. Screens and routes telephone calls; furnishes information to the courts and appropriate law enforcement personnel in accordance with established departmental policies and procedures regarding release of confidential information. Enters and retrieves on-line confidential law enforcement information; sends messages over local, state and national computerized law enforcement data systems by computer terminal or teletype machine; ensures information is complete, selects appropriate information and system to use, and codes and decodes information and composes messages in accordance with rules and regulations governing each data system. Prepares routine correspondence to various courts, counties, police agencies and correctional institutions.

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

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**SELECTION
REQUIREMENTS**

Option I:

One year's paid specialized office clerical experience assisting higher level clerical staff in the processing of a variety of legal documents in the Custody Division of the Sheriff's Department.

Option II:

Two years' paid specialized clerical experience at the level of County of Los Angeles class of Intermediate Typist Clerk.*

TYPEWRITING SKILL: Ability to type at the rate of 30 net words per minute.

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.

Special Requirement Information: *In County service experience at the level of Intermediate Typist Clerk is defined as: in addition to performing skilled typing work, performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits.

**SPECIAL
INFORMATION**

Shift: Any Shift

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

APPOINTEES WILL BE IN CONSTANT CONTACT WITH INMATES IN A JAIL ENVIRONMENT.

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at faults accident; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies in the Los Angeles County Sheriff's Department, Correctional Services Division, Inmate Reception Center and Century Regional Detention Facility.

**EXAMINATION
CONTENT**

This examination will consist of two (2) parts:

Part I- A written test covering filing, checking for errors, vocabulary, arithmetic computation, and spelling weighted 100%.

Only those candidates scoring 70% or higher on the written test will proceed to Part II.

Candidates who have taken the written test for Sheriff Station Clerk I/North County, Exam #J1132AH, or Sheriff Station Clerk I, Exam #J1132AI, within the past twelve (12) months are NOT eligible to retake the written test and will have their written test score from that examination transferred to this examination. Candidates who have taken the written test after the twelve (12) month retake period but within the last twenty-four (24) months, have the option of transferring their score or retaking the written test to improve their score. To transfer your score, please advise the Professional Examinations Unit in writing AT THE TIME OF FILING. If you wish to retake rather than transfer your score, THE LATEST WRITTEN TEST SCORE WILL APPLY.

**ELIGIBILITY
INFORMATION**

Part II- A qualifying performance test of 30 net words per minute will be administered to candidates who have NOT held a typing position in the service of the County of Los Angeles within the last five (5) years. The typing test will be administered on computers and candidates will be allowed two (2) opportunities to pass the typing test.

The following candidates are NOT required to take the County typing test:

Those candidates who currently hold or have held a typing position in the service of the County of Los Angeles within the last five (5) years.

Those candidates who have taken and passed a Los Angeles County typing performance test at 30 net words per minute administered by a County Department within the last five (5) years. **Applicants must attach a copy of their typing certificate to their application at the time of filing.**

Only certificates issued by a Los Angeles County Department and the Los Angeles County Department of Human Resources will be accepted.

Applicants who do not pass their typing test will be allowed one additional opportunity. You must keep your scheduled appointment. Applicants who fail to appear for the additional scheduled performance typing test **will not** be allowed to reschedule a make up test, and the original score will be the final typing score. Only those candidates who pass the written and typing test will be placed on the eligible register.

THE WRITTEN AND PERFORMANCE TYPING TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

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 twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either on-line, in person or by mail beginning on **Thursday, August 20, 2009**. You have the option of filing your application by either hard copy submission **-OR-** online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing On-line: The standard county of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ON-LINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply on-line, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323)415-2580 within (5) business days of filing on-line or by 4:30 p.m. on the last day of filing, whichever comes first. Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment Application for this examination will be accepted either in person or by mail on business days only between 8:00 a.m. and 4:30 p.m., at the address listed

below. A Standard County of Los Angeles Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location before 4:30 p.m., PST, on the last day of filing. Facsimiles of the application will not be accepted. This examination will remain open until the needs of the service are met and may close at anytime without prior notice. For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit at (323)526-5611, TTY (323)260-5291 or (323)267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Selection Requirements." Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. 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. Attach any additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Dr.
Los Angeles, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1766.

**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 (323) 526-5606.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5606. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . 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.

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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.