



JOBS AVAILABLE

With your **LOS ANGELES COMMUNITY COLLEGES**
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

March 1, 2010



APPLICATION FILING PERIOD
SUPER-C & SUPER-K: April 5, 2010 through April 7, 2010, 4pm

The Los Angeles Community College has implemented a special testing program designed to streamline the testing process for 9 entry-level clerical and 4 keyboarding positions. By taking and passing a single examination, you will now be eligible for hire in several jobs, rather than taking a different examination for each job classification. Testing will take place on a periodic basis. **NOTE: FastTrack 1 and Fast Track K have changed. FastTrack 1 is now Super-C and FastTrack K is now Super-K.**

The best way to apply for the **SUPER C & K** tests is to use our Online Employment System at <https://employment.laccd.edu>. You may also visit our office in person to fill out an application form between the hours of 7:00 a.m. and 4:00 p.m. **prior** to the above deadline – **NO APPLICATIONS WILL BE ACCEPTED** after the above deadline. Our office is located at 770 Wilshire Boulevard (corner of Wilshire & Flower Street) in downtown Los Angeles.

SUPER-C
(Entry-level Clerical jobs)
Minimum Requirements

Monthly Salary Range

Admissions & Records Assistant equivalent	Graduation from high school or its \$2,867 - \$3,552
Community Services Aide equivalent	Graduation from high school or its \$2,853 - \$3,535
Financial Aid Assistant equivalent	Graduation from high school or its \$2,867 - \$3,552
Library Assistant equivalent	Graduation from high school or its \$2,852 - \$3,533
Payroll Assistant equivalent	Graduation from high school or its \$3,199 - \$3,963

Personnel Assistant equivalent	Graduation from high school or its \$3,039 - \$3,765
Purchasing Aide equivalent	Graduation from high school or its \$3,141 - \$3,891
Special Services Assistant equivalent	Graduation from high school or its \$2,853 - \$3,535
Student Services Aide equivalent	Graduation from high school or its \$2,867 - \$3,552

SUPER-K

(Jobs requiring Keyboarding skills - Keyboard 40 wpm)

Minimum Requirements	Monthly Salary Range
Office Assistant equivalent	Graduation from high school or its \$2,673 - \$3,311
Senior Office Assistant equivalent	Graduation from high school or its \$2,975 - \$3,686
Secretary equivalent	Graduation from high school or its \$2,777 - \$3,440
Senior Secretary equivalent	Graduation from high school or its \$3,091 - \$3,829

EXAMINATION PROCESS: The written exam is scheduled to be held on **April 24, 2010 May 1, 2010**. Applicants for SUPER-K who pass the written exam will be invited back at a later time to take a keyboarding test and a test to assess their skill in the use of word-processing software (Microsoft Word). **IMPORTANT:** You **MUST** submit a completed application within the Application Filing Period (above) to be invited to participate in the April 24/May 1, 2010 testing process.

NOTE: Once you have passed a SUPER-C or SUPER-K examination and your name is placed on the eligibility list, you may not repeat that examination until the list on which your name appears has expired (an eligibility list expires after one year). If you have taken but NOT passed a previous FAST-TRACK or SUPER C/K examination, after 90 days you may repeat that examination when it is next offered.

Individuals protected by the "*Americans with Disabilities Act*" (ADA) may request an accommodation, if needed, in the testing process. In order for appropriate arrangements to be made at the testing site, your request must be received at least 3 days prior to the administration of the test. Documentation of the need for accommodation must accompany your request. Salaries quoted are based on a full-time, 12-month position. It is the policy of the Los Angeles Community College District to maintain a drug-free workplace. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

COLLEGES OF THE DISTRICT

East Los Angeles College

Los Angeles City College

Los Angeles Harbor College

Los Angeles Mission College

Los Angeles Pierce College

Los Angeles Southwest College

Los Angeles Trade-Technical College

Los Angeles Valley College

West Los Angeles College