



COUNTY OF LOS ANGELES
invites applications for the position of:

STUDENT WORKER

SALARY: \$11.17 - \$11.17 Hourly

OPENING DATE: 01/19/17

CLOSING DATE: 02/21/17 05:00 PM

POSITION/PROGRAM INFORMATION:

Los Angeles County
DEPARTMENT OF

Human Resources



EXAM NUMBER

R8242N

APPLICATION FILING PERIOD

January 20, 2017 8:00 A.M.- February 21, 2017 5:00 P.M.

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

REBULLETIN INFORMATION

This announcement is a rebulletin to reopen the filing period, update special requirement information, the application and filing information, Salary information, Supplemental Questionnaire and Social Security Number section.

Persons who have already applied within the last six months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.

DEFINITION

Performs clerical, typing, and other routine duties in order to obtain practical work experience while enrolled as a student in school.

CLASSIFICATION STANDARDS

Positions allocable to this class typically report to a permanent staff member of a County Department and as part-time, temporary employees, perform a variety of support functions while developing job skills. Incumbents assigned to these positions are restricted to no more than 30 hours per week during instructional periods without prior approval from the Department of Human Resources.

ESSENTIAL JOB FUNCTIONS:

- Uses basic keyboarding skills to prepare, from plain and corrected copy and rough draft, or from verbal instructions, such materials as reports, letters, vouchers, receipts, lists, orders, schedules, notices, file cards, statistical data, and certified copies of documents.
- Waits on the public or acts as receptionist in a small office; answers routine questions of the public, in person or by telephone.
- Does all types of filing (alphabetical, numerical, chronological and code), and pulls and charges out file material.
- Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.
- Makes out bills, orders, notes, receipts, permits, licenses, etc.
- Operates various office machines or equipment requiring little specialized training.
- Collects and delivers correspondence, records, packages, etc. on regular messenger rounds and upon request.
- Opens, sorts, time stamps, and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.
- Searches records and files for data.
- Does comparing and proofreading.
- Sorts and arranges documents, correspondence or other material.
- Operates a small telephone console, as needed.
- Takes stenographic notes and transcribes them using basic keyboarding skills, as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS

Current enrollment in an accredited* college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- current enrollment as a junior or senior in high school. Age: At least 16 years of age.

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.

SPECIAL REQUIREMENT INFORMATION:

Applicants **MUST** attach proof of current enrollment and proof of academic standing to the application at the time of filing or within fifteen (15) calendar days of filing online (e.g. current Class Schedule, Registration Card showing the applicant has registered for the coming semester/quarter, or official transcripts). **Failure to submit the required documents will result in your application being rejected.**

Applicants under the age of 18 MUST present a work permit before starting work

Applicants **MUST** attach proof of age (e.g., photocopy of birth certificate, California Identification, or California Driver's License)

All required documents must be attached to the application at the time of application submission or within 15 days of filling such as:

- **Proof of current enrollment:** Current class schedule; registration Card showing the applicant has registered for the coming semester/quarter, letter from High School Principal on school letterhead showing grade level and current enrollment status; a student ID with photograph verifying grade level or official transcripts. Payment statement or receipt will not be accepted.

- **Proof of Academic Standing:** Copy of **Official Transcripts** or verification letter from school registrar's office. Letter must include name of school, student's Full Name and Class Level (e.g. freshman, senior or junior, etc.) **The document must be an official** (must be included signature and school seal). **A print-out of unofficial transcript from the school's website is**

NOT acceptable.

- **Proof of Age:** Birth Certificate, California Identification or California Driver's License

Please email to szhang@hr.lacounty.gov if you did not attach the requirements to the application at time of filing.

If hired, applicants must continue to be enrolled and attend school in order to maintain status position.

Desirable Qualifications

Experience (paid or unpaid) in a work setting providing customer service; using cash registers or performing clerical functions; or operating office machines such as typewriters, personal computers, printers, fax machines, and photocopiers.

ADDITIONAL INFORMATION:**Examination Content**

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

Please note, for this examination, there is no written test.

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

ELIGIBILITY INFORMATION

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of the candidates receiving a passing grade on this examination will be added to the eligible register and will appear in the order of their score group for a period of six (6) months following the date of eligibility.

Individuals may not apply for this examination more than once every six (6) months.

VACANCY INFORMATION

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

AVAILABLE SHIFT: Day**APPLICATION AND FILING INFORMATION**

A standard County of Los Angeles Employment Application for this examination must be completed online. Applications will not be accepted by U.S. Mail, Fax, or in person. Applicants must either upload requirement documents as attachments during application submission or email a copy of the requirement documents to szhang@hr.lacounty.gov or fax to (213)380-3681 within fifteen (15) calendar days from application submission. Failure to submit the requirement document will result in your application being rejected.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment have been made. Falsification of any information may result in disqualification or rescission or appointment.

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 school 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, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

Please include your social Security Number for record control purpose. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Sophie Zhang

Department Contact Phone: (213) 351-6458

Department Contact Email: szhang@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

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.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. 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 either workers' compensation fraud or human trafficking 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
<http://file.lacounty.gov/dhr/CCHQ.pdf>

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/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: 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

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

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

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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.

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.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

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 or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #R8242N

STUDENT WORKER

SZ

STUDENT WORKER Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. I understand the above information and instructions
- Yes
- * 2. Are you currently enrolled in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- currently enrolled as a junior or senior in high school?
- Yes
 No
- * 3. If you answered "**Yes**" to question 2, you must attach a legible copy of **proof of current enrollment** (e.g., Current Class Schedule; Registration Card showing the applicant has registered for the coming semester/quarter, letter from High School Principal on school letterhead showing grade level and current enrollment status; a student ID with photograph verifying grade level or official transcripts) to the application at the time of filing or within fifteen (15) calendar days from application submission. Payment statement or receipt will **NOT** be accepted. Please email to szhang@hr.lacounty.gov if you have not attached the document to the application at time of filing. Failure to submit the requirement document will result in your application being rejected I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS
- Yes
- * 4. If you answered "**Yes**" to question 2, you must attach a legible copy of **proof of academic standing** (e.g., Copy of **Official Transcripts** or verification letter from school registrar's office, letter must include student's Full Name, name of school and Class Level (e.g. freshman, senior or junior, etc.) to the application at the time of filing or within fifteen (15) calendar days from application submission. **The document must be an official** (must be included signature and school seal). A print-out of unofficial transcript from the school's website is **NOT** acceptable. Please email to szhang@hr.lacounty.gov if you have not attached the document to the application at time of filling. Failure to submit the requirement document will result in your application being rejected. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS
- Yes
- * 5. Are you at least 16 years of age?
- Yes
 No
- * 6. In order to qualify, you must attach a legible copy of your **proof of age** (e.g., photocopy of birth certificate, California Identification, or California Driver's License) to the application at the time of filing or within fifteen (15) calendar days from application submission. Please email to szhang@hr.lacounty.gov if you have not attached to the application at time of filing. I understand the above information and instructions.
- Yes
- * 7. How many months of experience (paid or unpaid) do you have in an office setting providing customer service; using cash registers; or providing clerical functions; or operating machines such as typewriters, personal computers, printers, fax machines, and photocopiers? All qualifying experience must be full-time or conversion a 40-hour week.
- Less than 3 months of experience in full time or 40-hour week
 More than 3 months of experience, but less than 6 months in full time or 40-hour week
 More than 6 months of experience in full time or 40-hour week
- * Required Question