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**Bulletin Number** 2051BR

**Type of Recruitment** Interdepartmental Promotional Opportunity

**Department** Human Resources Countywide Exams

**Position Title** STAFF ASSISTANT I

**Exam Number** R0907E

**Filing Type** Open Continuous

**Salary Type** Monthly

**Salary Minimum** 3072.82

**Salary Maximum** 4016.64

### Position/Program Information

**Essential Job Functions** Assists the manager of a major division or bureau in a County department in conducting administrative studies involving internal operations and procedures; performs assignments which entail coordination and liaison activities related to clerical supervision, procurement, procedures, report preparation and records maintenance, and other services; analyzes and makes recommendations to the unit manager for the resolution of work problems, participates in implementing recommendations, as needed; prepares reports and projections of workload and staffing; coordinates and resolves problems regarding housekeeping, payroll, personnel and reproduction services..

**Requirements** **SELECTION REQUIREMENTS:**  
 One year's experience in either (1) a **staff capacity\*** analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, -OR- (2) a **highly responsible secretarial capacity\*\***, -OR- (3) a **responsible supervisory clerical capacity\*\*\***. -OR- (4) a **certificate of completion for Staff Assistant Certificate Program\*\*\*\*** that clearly indicates the name of the candidate and date of certification approved by the Director of Personnel.

**Physical Class** **Physical Class II – 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**

**\*Staff capacity** is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County class of Administrative Aid or higher. **\*\*Highly responsible secretarial capacity** is defined as experience at the level of Los Angeles County's class of Secretary III or higher. **\*\*\*Responsible supervisory clerical capacity** is defined as experience at the level of Los Angeles County's classes of Intermediate Supervising Clerk or Intermediate Supervising Typist Clerk or higher.

Applicants claiming out of class experience in County service **must** present, **at the time of filing**, written proof of this experience with a **Verification of Experience Letter**.

**TO QUALIFY UNDER OPTION IV, APPLICANTS MUST SUBMIT A COPY OF SUCCESSFUL COMPLETION OF THE \*\*\*\*STAFF ASSISTANT CERTIFICATION PROGRAM, WHICH CERTIFIES THAT THE CANDIDATE HAS FULFILLED THE PRESCRIBED COURSE CURRICULUM (FIVE MODULES: INTERPERSONAL RELATIONS AND SUPERVISORY SKILLS, PROBLEM SOLVING THROUGH THINKING CRITICALLY, WRITTEN AND ORAL BUSINESS COMMUNICATIONS, INTRODUCTION TO STATISTICS AND QUANTITATIVE ANALYSIS; AND INTERMEDIATE STATISTICS AND DATA INTERPRETATION) FOR STAFF ASSISTANT IN THE LOS ANGELES COUNTY LEARNING ACADEMY STAFF ASSISTANT CERTIFICATE PROGRAM AT TIME OF FILING.**

**Examination Content**

This examination will consist of two (2) parts:

**Part 1:** A written test covering Data Collection Principles and Methodology; Office Practices and Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical Ability); and Reading Comprehension **weighted 50%**.

**- Candidates who have taken the written test for Staff Assistant I (Exam No. R0907D) and/or Staff Assistant II (Exam No. R0913E) more than twelve (12) months ago must retake the test.**

**- Candidates that have taken the written test and did not achieve a passing score must wait for twelve (12) months from the date of the written test and may reapply if the examination filing period is still open.**

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**Part 2:** An Appraisal of Promotability (AP) to evaluate Job Preparation; Interpersonal/Oral Communication Skills; Analytical and Decision-Making Abilities; Work Skills; and Adaptability and Dependability **weighted 50%**.

**ONLY THOSE CANDIDATES WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST WILL BE ELIGIBLE FOR THE AP PORTION OF THIS EXAMINATION. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

Study guides and other test preparation resources are available to

	<p>help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <a href="http://dhr.lacounty.info">http://dhr.lacounty.info</a> and clicking Career Opportunities and then on Employment Test Preparation.</p>
<b>Special Information</b>	Appointees may be required to work any shift including evenings, nights, weekends, and holidays.
<b>Vacancy Information</b>	The interdepartmental promotional eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles. Departmental promotional registers may be established for departments that have this class.
<b>Eligibility Information</b>	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.
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<p><b>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.</b></p> <p><b>In accordance with CSR 6.02(3), participants of the Staff Assistant Certificate Offered by the Los Angeles County Learning Academy who have successfully completed and have received the Certificate of Proficiency are allowed to compete in this promotional examination.</b></p> <p><b>Verification of Experience:</b> Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.</p> <p><b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. If you are solely using an approved appropriate VOEL to qualify you MUST meet the FULL experience requirement mentioned above. No withhold rights will be given to applicants solely qualifying with a VOEL.</p>
<b>Application and Filing Information</b>	<p><b>APPLICATION INSTRUCTIONS</b></p> <p><b>Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</b></p> <p><b>All information is subject to verification. We may reject your application at any time during the selection process.</b></p> <p><b>INSTRUCTIONS FOR FILING ONLINE:</b></p> <p><b>Apply online by clicking on the link above or below this bulletin</b></p>

that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. 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, number of hours worked per week, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Applicants must upload required documents during application submission.

**APPLICATIONS MUST BE FILED ON-LINE ONLY.  
APPLICATIONS SUBMITTED BY  
U.S.MAIL, FAX OR IN PERSON WILL  
NOT BE ACCEPTED.**

**County of Los Angeles  
Information**

**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.

**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.

**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 at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation

requests whenever possible.

**Department Contact Name** Exam Analyst  
**Department Contact Phone** (213) 738-2084  
**Department Contact Email** rlowery@hr.lacounty.gov; edeguaia@hr.lacounty.gov  
**ADA Coordinator Phone** (213) 738-2057  
**Teletype Phone** (800) 899-4099  
**California Relay Services Phone** (800) 735-2922  
**Alternate TTY Phone** (800) 897-0077  
**Job Field** Administration  
**Job Type** Administrative Support

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