



CITY OF LOS ANGELES
invites applications for the position of:
PRINCIPAL CLERK
UTILITY

An Equal Opportunity Employer

SALARY:

Annually
 \$74,604.00 - \$89,262.00

OPENING DATE:

06/15/12

CLOSING DATE:

06/28/12 11:59 PM

DUTIES:

A Principal Clerk Utility plans, organizes and directs the work of a large group of employees engaged in a wide variety of clerical work, or a smaller group engaged in difficult and complex administrative support work in the Department of Water and Power; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills equal employment opportunity responsibilities; and does related work.

REQUIREMENT(S) & NOTES:

Two years of full-time paid experience with the City of Los Angeles as a Senior Clerk or in a class which is at least at that level which provides experience in office clerical work.

NOTES:

1. **Candidates must achieve a passing score in the qualifying written test in order to be called for subsequent portions of the examination.**
2. Candidates who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.

WHERE TO APPLY & APPLICATION DEADLINE:

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

SELECTION PROCESS:

Examination Weights:
Written Test
 **Qualifying**
Interview
 **100%**

In the written test, which will consist entirely of multiple-choice questions, candidates may be examined for knowledge of: Department of Water and Power (DWP) organizational structure and functions of the various divisions; DWP working rules; DWP rules, regulations, and procedures regarding records retention, DWP accounting practices and

forms relating to accounts payable and payroll; DWP timekeeping procedures and forms; the provisions of DWP Retirement, Death Benefits and Disability Plan; the use and capabilities of common office equipment; DWP computer software systems and their operation, including Employee Information System (EIS) for payroll, Information Management System (IMS) for accounting, Human Resources Management System (HRMS) for personnel, and Microsoft Office applications; supervisory practices relating to reviewing and evaluating subordinates' performance and capabilities, establishing priorities, scheduling and assigning work; supervisory policies and procedures, including Equal Employment Opportunity (EEO) responsibilities; safety policies and practices; the ability to communicate in a clear, logical, and effective manner, using proper grammar and spelling when preparing letters, memos, reports and budget requests; and other necessary knowledge of abilities.

The qualifying written test will be administered in a single half-day session on **SATURDAY, AUGUST 4, 2012** in Los Angeles. Candidates will be notified later by mail of the time and location of the written test.

Candidates must achieve a passing score on the qualifying written test in order to be called for the interview.

Passing Score for Qualifying Written Test

The passing score for the qualifying written test will be determined by Personnel Department staff after the qualifying written test is administered. Consideration will be given to the number of candidates taking the test and the existing and anticipated number of vacancies, such that there are a sufficient number of eligibles on the list to satisfy current and future vacancies for the next two years. **Therefore, the passing score for the qualifying multiple-choice written test may be set either above or below 70%.**

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the adequacy of the candidate's training and experience as they provide the candidate with the background needed to perform the duties of a Principal Clerk Utility, including knowledge of: supervisory policies and practices, including Equal Employment Opportunity (EEO) responsibilities; the ability to: communicate in a persuasive, tactful, and effective manner when answering complaints and inquiries from employees and the public; communicate orally in an accurate and logical manner in order to provide information, explain policies and procedures, or conduct meetings in a group setting or on a one-to-one basis; and other necessary knowledge and abilities.

Candidates will be notified by mail of the date, time and location of the interviews which will be in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 17, 2012 TO SEPTEMBER 28, 2012**, in Los Angeles.

NOTES:

1. This examination is based on a validation study, and as provided by the Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
2. Some positions may require a valid California driver's license prior

to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.

3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. A final average score of 70% in the interview portion of the examination is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.

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Job #1202 P20120615
PRINCIPAL CLERK UTILITY
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PRINCIPAL CLERK UTILITY Supplemental Questionnaire

- * 1. I understand that I am required to describe, IN DETAIL, my appropriate qualifying experience in the Work Experience Section of my application. I understand that if I attach a resume and/or cover letter IN LIEU of completing the Work Experience Section, my application is incomplete and WILL NOT be considered for this examination, and my application WILL NOT be further processed.
 - I understand this statement completely and to its fullest.
- * 2. I understand that I MUST provide on my City application, the following information: - Official social security number - Working E-mail - Telephone Number Failure to provide this information may lead to your disqualification from this examination.
 - I understand this statement and will provide the required information.
- * 3. I am a current City of Los Angeles Employee.
 - Yes
 - No
- * 4. I have full-time paid experience with the City of Los Angeles as a Senior Clerk.
 - This statement does not apply to me.
 - Between 0 and 7 months
 - Between 8 and 17 months
 - Between 18 and 23 months
 - 24 months or more
- * 5. I have full-time paid experience with the City of Los Angeles in a class which is at least at the level of Senior Clerk which provides experience in office clerical work.
 - This statement does not apply to me.
 - Between 0 and 7 months
 - Between 8 and 17 months
 - Between 18 and 23 months
 - 24 months or more
- * Required Question