



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



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY INFORMATION, SPECIAL REQUIREMENT INFORMATION, AND APPLICATION INFORMATION AND SUPERSEDES BULLETIN NO.770-2534, POSTED SEPTEMBER 27, 2007. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION, IF THEY WISH. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2566

Posting Date: December 27, 2007

JOB TITLE	<u>LAW ENFORCEMENT TECHNICIAN</u>
EXAM NUMBER	J2745K
FILING DATES	March 05, 2007 until needs are met
SALARY	\$3,028.27 - \$3,853.45 MONTHLY \$3,117.55 - \$3,967.45 MONTHLY (Effective 01/01/08) \$3,370.64 - \$4,292.09 MONTHLY (Persons who work/reside on Catalina Island) \$3,469.73 - \$4,421.18 MONTHLY (Effective 01/01/08) (Persons who work/reside on Catalina Island)
POSITION INFORMATION	Positions allocable to this class assist sworn personnel by independently performing technical law enforcement-related service and support functions in the Sheriff's Department.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Prepares requisitions for unit supplies, maintains supply inventory in computer system, and determines replacement or restocking needs; picks up unit supplies and vehicle parts as needed and bends, stoops, or does occasional heavy lifts in the performance of such duties, as needed.• Ensures that departmental vehicles are inspected, serviced and maintained in order to meet the operational needs of the facility or unit and completes reports to record monthly mileage usage, consumption of gas and oil, gas and oil quantities on hand and credit card usage.• Coordinates maintenance and repairs of facility vehicles and maintains vehicle maintenance and repair records.• Receives telephone and in-person requests for services, including 911 emergencies and fire calls, citizen's complaints and general inquiries, differentiates between routine, priority and emergency requests and initiates and follows through on responses or advises supervisory personnel as required.• Assigns, coordinates and dispatches field units in response to requests for services, advises responding units of possible problem areas and monitors field units activities, including Code 3 and emergency responses.• Monitors emergency communications of other police and fire agencies to determine needs for assistance and ensures that assigned calls and other relevant information are entered into the station computer.• Acts as liaison between the station personnel, other law enforcement agencies, emergency service organizations, and the Sheriff's Radio Center, as directed.• Assumes full radio dispatching responsibility on an assigned frequency

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

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**SELECTION
REQUIREMENTS**

in the event of power failure or other emergency situation at the Sheriff's Radio Center.

- Issues station file control numbers to track official reports, reviews the contents of these reports to ensure that they are complete and accurate, performs various routine desk functions including the compilation and entering of statistical data in law enforcement databases to prepare crime and other reports.
- Assigns and oversees work performed by inmate laborers under the general supervision of sworn personnel.
- Receives, lists, catalogues, stores, and releases personal and/or evidentiary property at a patrol station, in compliances with established departmental policy, practices and procedures.
- Transports, loads, and unloads large, bulky, and/or heavy personal and/or evidentiary property to a warehouse or other location as directed.
- Assists patrol station personnel with crime prevention functions acting as liaison to other public agencies and private prevention organizations involved in crime prevention, maintains inventory of crime prevention resources and distributes crime prevention materials and resources, and participates in maintaining station crime prevention budget needs.
- Assists in the investigation of alleged violations of laws and regulations by gathering, assembling and examining a variety of records and data pertinent to the case being investigated.

Two years' **paid** experience working for a public safety agency* performing law enforcement-related service and support duties -OR- completion of 30 semester or 45 quarter units from an accredited college.**

Successful completion of a three (3) week Public Safety Dispatcher basic course is required prior to the completion of the candidate's probationary period. This course is provided by the Los Angeles County Sheriff's Department. Alternate training, of the above dispatcher course, may be provided by a community college and successful completion may be accepted by the Sheriff's Department.

Physical Class: 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

Licenses: 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.

Special Requirement Information: *Public safety agencies include departments such as sheriff, police and fire.

Applicants who expect to qualify under the educational option must submit copies of the official transcripts of school records confirming successful completion of classes **at the time of filing.

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 accepted references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by one of the approved organizations listed on the State of California's Commission on Teacher Credentialing web site,

**SPECIAL
INFORMATION**

<http://www.ctc.ca.gov/credentials/leaflets/c1635> or the National Association of Credential Evaluation Services. These organizations are private enterprises who charge a fee for their services.

Shift: Various Shifts

Study guides are available to help candidates prepare for the written test. Copies may be obtained from our employment office at the University Centre Building, Professional Examination Unit, 101 Centre Plaza Drive, Monterey Park, CA 91754. Copies may also be downloaded from the California P.O.S.T. website: <http://www.post.ca.gov>. Once on the website click under Selection & Recruitment, look under Public Safety Dispatcher section, click Entry Level Examinee Guide for a PDF version.

**SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH
BACKGROUND INVESTIGATION, INCLUDING A 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 fault accidents; 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 throughout the Los Angeles County Sheriff's Department.

**EXAMINATION
CONTENT**

This examination will consist of a written test which includes verbal, reasoning, memory, and perceptual abilities weighted 100%.

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

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

**ELIGIBILITY
INFORMATION**

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 from the date of promulgation.

Candidates may not compete in this examination more than once every two (2) months.

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

**APPLICATION
INFORMATION**

Instructions for Filing Online: A 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 ONLINE GO TO:** <https://easier.co.la.ca.us>. **This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice.** Application filing may be suspended at any time without advance notice.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-6593 within five (5) business days of filing Online 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 Employment Application for this position will be accepted on business days only between 8:00 a.m. and 4:30 p.m. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. **This examination will remain open until the needs of the service are met and is subject to closure at any time without prior notice.** Application filing may be suspended at any time without advance notice.

Applications filed at any other County location will not be accepted if they are not received at the above location by the last day of filing. Facsimiles of the application will not be accepted. For further information concerning this examination, please call Personnel Administration, Sworn Examinations Unit at (323) 981-5800, TTY (323) 260-5291 or 24 hr TTY (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 an 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 - Sworn Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754-2169
(323) 981-5800

**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) 981-5800.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 981-5800. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 . 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.

**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.