



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



THIS ANNOUNCEMENT IS A REBULLETIN TO AMEND EXAMINATION CONTENT AND ELIGIBILITY INFORMATION, AND SUPERSEDES BULLETIN NO. 770-2692, POSTED ON JANUARY 20, 2009. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 770-2764

Posting Date: September 02, 2009

JOB TITLE

LAW ENFORCEMENT TECHNICIAN

EXAM NUMBER

J2745K

FILING DATES

March 05, 2007 until needs are met

SALARY

\$3,210.00 - \$4,198.00 **MONTHLY**
\$3,977.00 - \$5,216.00 (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

- Prepares requisitions for unit supplies, maintains inventory of supplies in a 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 to meet the operational needs of the facility or unit; and completes reports to record monthly mileage usage, gas and oil inventory, 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 station personnel, other law enforcement agencies, emergency service organizations, and the Sheriff's Radio Center as directed.

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

- Assumes full radio dispatching responsibility on an assigned frequency in the event of power failure or other emergency situations 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; and performs various routine desk functions, including compiling and entering 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 compliance 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 locations 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; 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.

** To receive credit for college courses, or a college degree, such as an Associate, a Bachelor, or a Master degree, (for qualifying under the educational option) you must attach a **legible** copy of your official diploma or official transcripts **with your application.**

**SPECIAL
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 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 website: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf> or by the National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc. These organizations are private enterprises who charge a fee for their services.

Shift: Various Shifts

APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

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 Hiring, Dispatchers, and POST Entry-Level Dispatcher Selection Test Battery Examinee Guide.

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%.

If you have taken and passed the California Commission on "Peace Officer Standards and Training's (POST) Entry-level Dispatcher Selection and Test Battery" for 1) the Law Enforcement Technician, Exam #J2745K; 2) the Public Response Dispatcher, Exam J2450D; or 3) a State of California law enforcement agency within the last 24 months, your passing written test score from that examination may be transferred to this examination. To transfer your score, please advise the Sworn Examinations Unit, in writing at the time of filing.

If you wish to retake the test rather than transfer your score, THE LATEST WRITTEN TEST SCORE WILL APPLY. All transferred test scores are subject to verification by POST's Standards and Evaluations Services Bureau.

Candidates must achieve a passing score of 70% or higher in order to be placed

**ELIGIBILITY
INFORMATION**

on the eligible register.

Applicants who fail the written examination may not compete in this examination more than once every two (2) months, and not to exceed four (4) times within a twelve-month period.

Applicants who received a letter of disqualification as a result of their background investigation will not be allowed to reapply or retake this written examination for a period of twelve (12) months from the date of notice.

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

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 who are on the eligible register may not reapply for this examination more than once every twelve (12) 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, click on the link below the filing address. 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-hour 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
(323) 981-5800

https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=707

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 or (323) 267-6669. The County will attempt to meet reasonable accommodation requests whenever possible.

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.

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.

**DISABILITY
ACCOMMODATIONS**

**AN EQUAL
OPPORTUNITY
EMPLOYER**

**CHILD SUPPORT
COMPLIANCE**

**VETERAN'S
CREDIT**

**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.