



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



THIS ANNOUNCEMENT IS A REBULLETIN TO RE-OPEN THE FILING PERIOD AND TO CHANGE THIS EXAMINATION FROM A STANDARD EXAMINATION TO AN ELIGIBLE REGISTER AND SUPERSEDES BULLETIN NO. 770-2769 POSTED ON OCTOBER 6, 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. 770-2791

Posting Date: November 09, 2009

JOB TITLE	<u>LOCKSMITH</u>
EXAM NUMBER	J6704F
FILING DATES	November 10, 2009 until needs are met
SALARY	\$4,992.08 MONTHLY
POSITION INFORMATION	Positions allocable to this class are characterized by the performance of journey-level locksmith work in the installation, maintenance, repair, overhaul and modification of a variety of mechanical and combination locking devices typically found on doors, desks, compartments, mobile equipment, safes, and other secured locations including jails and mental hospital wards.
ESSENTIAL JOB FUNCTIONS	Duplicates keys utilizing hand and electrically operated key cutting machines. Issues keys and locks, and keeps related records. Opens locks which cannot be opened by ordinary means; opens safes by manipulation and drilling. Installs, adjusts, repairs, and rebuilds locks. Changes safe combinations; repairs and rebuilds safe locking mechanisms. Adjusts and repairs related door closing and locking devices, including panic hardware. Establishes, expands, or modifies master key coding systems. Changes key and cylinder combinations in accordance with changes in the master key system. Repairs or rebuilds jail locking devices and mechanisms. Complies with safety procedures as described by Americans with Disabilities Act codes, Fire Life Safety and Accessibility handbook, and building standards. Reads blueprints and hardware schedules in order to specify proper door hardware for improvements and projects.

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**

Uses computer programs to maintain records, order materials, send emails, conduct research, and receive work orders.

Drives to custody facilities and other sites located throughout Los Angeles County to perform job-related essential functions.

Acts in a lead capacity, as required.

OPTION I: Five years' paid experience in the installation, maintenance and repair of mechanical and combination locking devices and the maintenance of master key systems, three years of which must have been working within a journey-level capacity.

OPTION II: Completion of a recognized* locksmith apprentice training program** of at least three years duration **-AND-** one year's paid experience in the installation, maintenance and repair of mechanical and combination locking devices and the maintenance of master key systems, working within a journey-level capacity.

Physical Class: 3 - Moderate:

Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: A valid California Class C Driver License is required to perform job-related essential functions.***

Special Requirement Information: *Recognized is defined as an approved agency such as the Associated Locksmiths of America (ALOA).

To qualify, applicants must attach a photocopy of the records confirming successful completion and verifying the duration of the required training program **at the time of filing. **APPLICATIONS THAT DO NOT INCLUDE COPIES OF THESE REQUIRED DOCUMENTS WILL BE CONSIDERED INCOMPLETE AND SUBJECT TO REJECTION.**

*****License Information:** Successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles and presented **at the time of appointment**. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS THREE (3) OR MORE MOVING VIOLATIONS WITHIN THE PAST YEAR WILL NOT BE APPOINTED.**

APPLICANTS MUST PROVIDE THEIR DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING.

APPLICATIONS THAT DO NOT INCLUDE THE REQUIRED DRIVER'S LICENSE INFORMATION ON SECTION 11 OF THE STANDARD COUNTY OF LOS ANGELES EMPLOYMENT APPLICATION, "LICENSE OR CERTIFICATE" SECTION, AT THE TIME OF FILING WILL BE CONSIDERED INCOMPLETE AND SUBJECT TO REJECTION.

**SPECIAL
INFORMATION**

Shift: Any Shift
Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays.

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; substance abuse; anyone on probation.

**VACANCY
INFORMATION**

The eligible register resulting from this examination will be used to fill vacancies in the Los Angeles County Sheriff's Department, Administrative Services Division, Facilities Services Bureau.

**EXAMINATION
CONTENT**

The examination will consist of two (2) parts:

PART I - A qualifying written test covering knowledge of general locksmith work.

Only those candidates who achieve a passing score of 70% or higher on the written test will proceed to Part II.

PART II - A hands-on practical performance test weighted 100%.

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

THE WRITTEN AND PERFORMANCE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the promulgation date.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

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

**APPLICATION
INFORMATION**

All applicants are required to submit a standard County of Los Angeles Employment Application, which must be submitted either online, in person, or by U.S. mail beginning on Tuesday, November 10, 2009. You have the option of filing your application either through hard copy submission **-OR-** online (via electronic submission). **Please select only one method to file your application.**

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME.

Instructions for Filing Online: A standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically. Applications received electronically 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.**

Applicants who apply online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing online or by 4:30 p.m. PST 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 of Los Angeles Employment Application for this examination will be accepted either in person or by U.S. mail on business days only, between 8:00 a.m. and 4:30 p.m., at the address listed below. A Standard County of Los Angeles Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location **will not** be accepted if they are not received at the below location by 4:30 p.m. on the last day of filing. Facsimiles of the application **will not** be accepted. For further information concerning this examination, please call the Professional Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the SELECTION REQUIREMENTS at the time of filing. 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, and specialized field of study. 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. 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 - Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1777.

**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) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. 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.

**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.