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

Bulletin No. 770-2502 **Posting Date: June 25, 2007**

JOB TITLE	**STUDENT PROFESSIONAL WORKER I**
EXAM NUMBER	J8243R
FILING DATES	June 26, 2007 until needs are met
SALARY	$10.71 **HOURLY** $11.00 (Effective 07/01/07) $11.33 (Effective 01/01/07) $11.64 (Effective 07/01/08) $11.99 (Effective 01/01/08)
POSITION INFORMATION	Performs sub-professional duties in a specific field or service area while enrolled as a student in an accredited college*.
ESSENTIAL JOB FUNCTIONS	• Assists in collecting and analyzing statistics, doing research, and making investigations and special studies in a variety of occupational fields. • Assists in the preparation of reports. • Assists in the preparation of press and radio releases. • Assists in the administration of psychological and other tests to patients. • Assists in the performance of laboratory tests and analyses. • Assists in the group supervision and training of juvenile wards of the courts. • Assists in processing writs and judgments, filing legal documents, and making entries of legal action. • Assists in work related to the administration of manpower programs for the disadvantaged. • Acts as guide for student tours of County departments. • Does related clerical work as required.
MINIMUM REQUIREMENTS	Current enrollment in an accredited college* having academic standing equivalent to sophomore, junior or senior year.** **Physical Class:** 2 - 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. **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:** **<u>*Accredited Institutions</u>** 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 acceptable references. Also acceptable, if appropriate, are transcripts that have been evaluated and deemed to be equivalent to transcripts from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

** **AT THE TIME OF FILING**, applicants MUST attach one of the following documentation as a proof of current enrollment and academic standing to the application:

- Current Class Schedule, or
- Registration Card showing the applicant has registered for the coming semester/quarter, or
- Photo Student ID with enrollment date, or
- Letter from Registrar's Office on school letterhead.

APPLICATIONS LACKING THE ABOVE REQUIRED DOCUMENTATION WILL BE REJECTED.

If hired, applicants must continue to be enrolled and attend school in order to maintain status in this position.

DESIRABLE QUALIFICATIONS

Credit will be given to applicants, who possess **DESIRABLE** qualifications and indicate so on their employment application at the time of filing.

- Experience in an office setting performing clerical duties, waiting on the public or operating office machines such as: typewriter, personal computer, printers, fax machines and/or xerox.

SPECIAL INFORMATION

Shift: Any Shift
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 temporary vacancies throughout the Los Angeles County Sheriff's Department.

The eligible register will be used for temporary employment only. Appointees may be asked to work up to 20 hours per week (when classes are in session) and may be asked to work up to 40 hours per week (full time) during vacation.

EXAMINATION CONTENT

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

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

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 following the promulgation date.

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

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

APPLICATION INFORMATION

Applications should be submitted on business days ONLY either in person or by mail between 8:00 a.m. and 4:30 p.m., at the address listed below. Applications filed at any other County location will not be accepted if they are not received at the below location. Facsimiles of the application will not be accepted. **The examination will remain open until the needs of the services are met and is subject to closrue at any time.** For further information concerning this examination, please call Personnel Administration, 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 Minimum Requirements. It is to your advantage to fill out your applicaton completely and correctly to receive full credit for your related education and/or experience.

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

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.