



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/ COUNTY CLERK
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 15-07

Posting Date: August 22, 2007

JOB TITLE **EXECUTIVE ASSISTANT**

EXAM NUMBER E1120C

FILING DATES August 23, 2007 - September 07, 2007

SALARY \$6,511.36 - \$8,311.27 **MONTHLY**
 \$6,706.91 - \$8,560.82 Effective January 01, 2008
 \$6,908.36 - \$8,818.27 Effective January 01, 2009

BENEFITS **Non-represented Employees**

- Cafeteria Benefit Plan
- Defined Contribution Retirement Plan
- Deferred Compensation & Thrift Plan
- 11 Paid Holidays
- Generous Vacation and Sick Leave Benefits
- Flexible Work Schedules

POSITION INFORMATION

Performs special assignments and liaison work for the Registrar-Recorder/County Clerk as directed.

The one position allocated to this class in the Registrar-Recorder/County Clerk Department typically reports to the Registrar-Recorder/County Clerk and provides direct services to the Board of Supervisors.

The position is responsible for providing a wide range of staff support services on the more complex departmental management issues and operational needs, including conducting special administrative and research studies affecting departmental operations and acting as liaison and coordinator for the director within the department and between the various commissions, boards, committees and public and private entities. Incumbents must possess a thorough knowledge of departmental operations sufficient to analyze, evaluate, and develop procedures and methods affecting the commitment of departmental resources; effective communication skills, including written and oral; and the ability to deal effectively with various officials of other agencies, County departments, and Board Offices who work with the department.

**ESSENTIAL JOB
FUNCTIONS**

Acts as the Registrar-Recorder/County Clerk's liaison with departmental management, public officials, County Departments, City Clerks, special district representatives, and the public.

Develops departmental administrative policies for the Registrar-Recorder/County Clerk related to the operations of the department and in preparation of instructions for their implementation.

Provides consultation in the development of new plans, systems, and policies.

Analyzes correspondence and reports on departmental activities and makes recommendations on their disposition to the Registrar-Recorder/County Clerk.

Responds in writing or orally to sensitive or controversial inquiries or complaints; prepares official correspondence and materials for the Registrar-Recorder/County Clerk.

Conducts legislative analyses and recommends changes in legislation; serves as legislative liaison with the Chief Executive Office; and represents the department on legislative issues in Sacramento, as needed.

Identifies new programs and services and conducts feasibility studies.

Conducts special assignments, management studies, or programs, as directed.

Works with the Registrar-Recorder/County Clerk to develop and implement media and community-based strategies to publicize the services provided by the department and increase public awareness in the areas of elections, document recording, and vital records (birth, death, and marriage).

Assists in the formulation of departmental administrative policies.

Represents the Registrar-Recorder/County Clerk at meetings, as directed.

**SELECTION
REQUIREMENTS**

Possession of a Bachelor's Degree from an accredited* college -AND- Three years' experience in a responsible administrative capacity analyzing and making recommendations for the solution of problems of organization, procedure, programs, budget, or personnel at the level of Administrative Services Manager II**. One additional year of such experience may be substituted for each year of college, to a maximum of four years.

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: *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 acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

For any type of college degree, such as a Bachelor's, or a Master's, you must include a photocopy of the diploma or official transcripts with your application by the last day of filing.

**In the County of Los Angeles, an Administrative Services Manager II is defined

as supervising a central staff unit providing budget, personnel, or other administrative services.

DESIRABLE QUALIFICATIONS

Significant relevant election experience in the administration or management of operations or programs of a large Election, Voter Registration, or Recorder Office.

Demonstrated experience conducting research, data analysis and report preparation.

Experience communicating and interacting with individuals at various levels within and outside of your organization in relation to Elections, Voter Registration, or Recorder Office functions.

Experience utilizing various elections and voter registration software programs.

Demonstrated public relations skills in responding to print and broadcast media.

Demonstrated leadership abilities and excellent interpersonal skills.

Demonstrated experience in elections and voter registration processes.

Demonstrated experience in records management and public records requests.

SPECIAL INFORMATION

Shift: Any Shift

Appointees will be required to work any shift, including evenings, weekends, and holidays.

VACANCY INFORMATION

The resulting eligible list for this examination will be used to fill a vacancy in the Registrar-Recorder/County Clerk.

EXAMINATION CONTENT

This examination will consist of two parts.

Part I: A Qualifying Rating from Record evaluating the scope of your training and experience based on the information submitted on your County of Los Angeles Employment Application and Supplemental Information Form. **The top twenty candidates and those that tie with the highest qualifying score, with at least a minimum score of 70%, as determined by the screening process, will proceed to Part II.**

Part II: An Interview covering education, experience, personal fitness and general ability to perform the duties of the position weighted 100%. **Candidates must achieve a passing score of 70% or higher on the Interview in order to be placed on the eligible list.**

ELIGIBILITY INFORMATION

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

SUPPLEMENTAL INFORMATION

Additional Information may be found at:

<http://easier.co.la.ca.us/jobs/Supplemental/E1120C.doc>

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

APPLICATION INFORMATION

The acceptance of your employment application will depend on whether or not you clearly show that you meet the Selection Requirements. Please fill out the application and Supplemental Information Form completely and correctly so that you will receive full credit for related experience. Particular emphasis will be placed on the variety and extent of experience in the area described under the "Selection Requirements." This information will be especially important in the evaluation process. 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. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

The standard Los Angeles County Employment Application must be submitted on business days only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, beginning Thursday, August 23, 2007 until Friday, September 7, 2007. A standard Los Angeles County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at <http://dhr.lacounty.info>. Applications must be received, either in person or by mail, by 5:00 p.m. on the last day of filing, at the following location:

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Registrar-Recorder/County Clerk
Human Resources Division
12400 E. Imperial Highway, Room Number 2204
Norwalk, CA 90650
(562) 462-2285

**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 (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077. 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.

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