



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY FIRE DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



SALARY UPDATED AS OF JANUARY 1, 2009

Bulletin No. 390-44

Posting Date: August 15, 2007

JOB TITLE	<u>STUDENT WORKER</u>
EXAM NUMBER	38242B
FILING DATES	August 16, 2007 until needs are met
SALARY	\$9.92 HOURLY
POSITION INFORMATION	This position performs clerical, typing, and other routine duties in order to obtain practical work experience while enrolled as a student in school.
ESSENTIAL JOB FUNCTIONS	Types, files, posts records, proofreads, collects, and delivers correspondence, packages, etc.; acts as a receptionist, waits on the public; takes and follows instructions, gives and receives accurate messages; sorts and time stamps mail; operates office machines such as: typewriter, postal equipment, personal computer, printers, FAX machines and Xerox. Some positions require driving to deliver and pick-up mail and packages.
SELECTION REQUIREMENTS	<p>Current enrollment in an accredited* college, community college, or business college, having academic standing equivalent to at least a freshman in college.</p> <p>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.</p> <p>Licenses: Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions.</p> <p>OTHER REQUIREMENTS: Candidates must be at least 16 years of age. Incumbents in Student Worker positions that require driving must be at least 18 years of age.</p> <p>Special Requirement Information: Applicants must attach proof of current enrollment in college to their application at the time of filing, such as:</p> <ul style="list-style-type: none">A. Current Class Schedule/Registration Card showing the applicant has registered for the coming Semester/Quarter.B. Letter from Registrar's Office, on school letterhead showing grade level and current enrollment status. <p>INTERNET PRINTOUT WILL NOT BE ACCEPTABLE.</p>

Los Angeles County Fire Department: Address: 5801 South Eastern Avenue, Commerce, CA 90040
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2929

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Applications lacking the required information/documentation will be rejected.

Applicants, who wish to receive full credit for their related education, must attach a photocopy of their official transcripts to their application at the time of filing .
Applicants, who possess DESIRABLE qualifications, must indicate so on the employment application and provide proof of current enrollment in an academic degree program and completion of course works in that academic degree program at the time of filing.

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

***Accreditation:** 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.

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 before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

**DESIRABLE
QUALIFICATIONS**

Current enrollment in business or a computer science program.

**SPECIAL
INFORMATION**

Shift: Day: 8:00a.m. - 5:00p.m.
Candidates must be willing and able to work in any area of the County of Los Angeles.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill temporary vacancies in the Los Angeles County Fire Department.

**EXAMINATION
CONTENT**

This examination will consist of an evaluation of education 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 on the examination will be added to the eligible register and unless appointed, will appear in the order of their score group for a period of 3 months following the date of eligibility.

NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY 3 MONTHS.

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

**APPLICATION
INFORMATION**

All applicants are required to submit a standard Los Angeles County Employment Application. You have the option of filing your application either in Hard Copy submission **-OR-** Online via electronic submission. **PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.**

Instructions for filing Online: A standard Los Angeles County Employment Application for this examination may be completed online and submitted electronically, beginning August 16, 2007. This examination will remain open until the needs of the service are met, and is subject to closure without prior notice. Applicants who apply Online, must upload required documents as attachments during application submission.

TO APPLY ONLINE CLICK ON THE LINK BELOW

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=36br

Instructions for Hard Copy Submission: A standard Los Angeles County Employment Application is available at the filing location below or may be downloaded from <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

It is to your advantage to fill out your application completely and correctly so that you will receive full credit for your related education and experience. For each job held, give the name and address of your employer, job title, beginning and ending dates, description of work performed and salary earned. Applicants must indicate total number of hours worked per week, for each job held, in the space provided on the application. In the space provided for college education, include the names and addresses of colleges attended, college units earned, degree(s) earned, and dates completed, and specialized field of study. Attach an additional page to your application, if necessary, to describe fully your related education and experience. If your application is incomplete, or you do not attach all required documents, it will be rejected. All information supplied by applicants is subject to verification.

Applicants, whose experience was volunteer or unpaid, are asked to report this on their application as they would any other experience and write **"unpaid"** in the box for monthly salary. Applicants who may have worked two jobs during the same period must report this on their application. Applicants must indicate hours per week worked to receive work experience credit.

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

Los Angeles County Fire Department
Personnel Office
1320 N. Eastern Avenue, Room 221
Los Angeles, CA 90063
(323) 838-2239

**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) 838-2239.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 838-2239. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2929. 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.