



COUNTY OF LOS ANGELES
invites applications for the position of:

INTERMEDIATE TYPIST-CLERK

SALARY: \$3,132.74 - \$4,323.82 Monthly
\$37,592.88 - \$51,885.84 Annually

DEPARTMENT: HUMAN RESOURCES COUNTYWIDE EXAMS

OPENING DATE: 01/12/23

CLOSING DATE: 01/25/23 05:00 PM

POSITION/PROGRAM INFORMATION:



With more than 10 million residents, Los Angeles County is the most populous county in the nation. As the largest employer in Southern California, over 112,000 employees in more than 36 Departments provide vital public services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities, and many more.

WHEN TO APPLY:

We will begin accepting applications on Wednesday, January 25, 2023, from 8:00 a.m. (PT). All applications must be received before 5:00 p.m. (PT) on January 25, 2023.

EXAM NUMBER:

R2214A-R

TYPE OF RECRUITMENT:

Open Competitive Job Opportunity

ESSENTIAL JOB FUNCTIONS:

- **Typewrites abstracts of judgment, executive notices, and similar documents** requiring extreme accuracy or independent judgment in selecting materials.
- **Typewrites complex charts, forms, statistical and similar documents** from rough drafts requiring skill in arranging tabular material, setting up forms, and extreme accuracy in typing.
- **Processes documents** according to a predetermined but specialized procedure for such purposes as formulating property descriptions, and recording and indexing court papers, transcripts, and legal processes.
- **Checks documents** for completeness, accuracy, and compliance with legal and other requirements.
- **Answers questions and provides information** to the Public concerning such matters as regulations, procedures, and the preparation and filing of legal forms, applications, and permit requests; acts as a special receptionist or counter clerk.
- **Keeps records** of a nature requiring specialized knowledge, discrimination, and judgment in the selection, compilation, or computation of data to be included such as cost data records and distribution and control ledger, which can be posted without extensive knowledge of bookkeeping principles.
- **Maintains clerical controls** where work is divided among personnel performing separate parts of an entire operation.
- **Searches records and files** for data where judgment and discrimination are required in selecting or abstracting material.
- **Answers correspondence** requiring the selection of data necessary in formulating the reply, referring unusual cases to a superior for approval.
- **Estimates amounts** due and collects fees.
- **Exercises minor supervision** over the work of others as needed.
- **Compares or segregates documents** in cases where specialized knowledge of the function and more than a routine check for accuracy are involved, as in the auditing of warrants or purchase orders.
- **Operates office machines** such as calculators incidental to the performance of other duties.
- **Routinely access office equipment** such as video display terminals, word processors, or personal computers to input data, perform computations or produce documents not requiring the formatting or programming of such equipment as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Option 1: Six months office clerical experience involving typewriting in the service of the County of Los Angeles or in districts under the jurisdiction of the County of Los Angeles -OR-

Option 2: One year's office clerical experience involving typewriting outside the service of the County of Los Angeles -OR-

Option 3: A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college*

SPECIAL REQUIREMENT INFORMATION:

* In order to receive credit for the required degree and/or certification, you must attach a legible copy of the official diploma/transcripts, official letter from the accredited institution which shows the area of specialization. and/or a legible copy of the official certificate at the time of filing or within seven (7) calendar days from the last day of application filing. If you are unable to attach the required document, you must email to DHRClericalExams@hr.lacounty.gov. Please include exam number, exam title, and applicant ID number. Applications received without evidence of the required certificate or degree will not be considered nor accepted as meeting the stated requirements under Option 3. For more information regarding education, please see the Employment Information document on the LA County Jobs website.

Los Angeles County employees attempting to meet the requirements via experience inconsistent with their official payroll title will be considered for this examination. Applicants claiming out-of-class experience to meet the requirements should describe their out-of-class duties in detail in the Work Experience sections of their application.

TYPEWRITING SKILL REQUIREMENT:

Ability to type at the rate of 40 net words per minute.

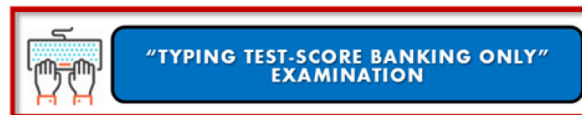
IMPORTANT TYPING TEST INFORMATION:

Applicants MUST apply **BEFORE February 1, 2023, 5:00 PM (PT)** to the "**TYPING TEST - SCORE-BANKING ONLY**" announcement bulletin, which will consist of a timed typing test designed to measure speed and accuracy in typing. Typing performance test results from this examination will be used for the Intermediate Typist-Clerk exam, which requires proficiency at 40 net words per minute. To apply, please copy and paste the URL to the address bar of the web browser OR click the box with the link below:

URL:

<https://www.governmentjobs.com/careers/lacounty/jobs/2950238/typing-test-score-banking-only>

CLICK IMAGE TO APPLY FOR:



Those who do not complete the typing test by applying to the "Typing Test - Score Banking Only" posting OR fall under one of the criteria below will be disqualified.

• **The following candidates are NOT required to take the County typing test**

- Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles;
- OR**
- Those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by a County Department. Passing scores on record with the **Department of Human Resources will be transferred automatically**. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application at the time of filing OR within seven (7) calendar days from the last day of application filing.

WITHHOLD INFORMATION:

No withholds will be allowed for this examination. Experience, certificate, or degree requirement must be fully met and indicated on the application by the last day of filing.

LICENSE:

A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

II – Light: This class includes administrative and clerical positions requiring a light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This exam will consist of a multiple choice and/or simulation assessment(s), weighted 100%, measuring:

- General Problem Solving Skills
- Customer Focus
- Learning Potential
- Responsibility

MULTIPLE-CHOICE AND/OR SIMULATION ASSESSMENTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A

PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

TRANSFER OF TEST COMPONENTS:

- Applicants who have taken identical components recently for other exams may have their responses automatically transferred to this examination.
- This examination contains test components that may be used in the future for new examinations and your test responses may be transferred.

Please add the below email addresses to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

- jcheung@hr.lacounty.gov
- DHRclericalexams@hr.lacounty.gov
- info@governmentjobs.com
- talentcentral@shl.com
- noreply@proctoru.com
- donot-reply@amcatmail.com

Multiple-choice and/or simulation assessment scores cannot be given over the telephone.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help you prepare for the test, we advise you to review all related materials that you deem necessary.

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find A Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section.
- Additional online practice tests are available at <https://www.shldirect.com/en-us/practice-tests/>.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months from the date the list is created.

SELECTIVE CERTIFICATION:

In accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training.

VACANCY INFORMATION

The eligible list resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:

Applications must be submitted online only. Applications will be accepted on Wednesday, January 25, 2023, at 8:00 a.m. (PT) to 5:00 p.m. (PT). We must receive your application **before 5:00 p.m., (PT)**, on the last day of filing. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the "Apply" green button at the top right of this posting. You can also track the status of your application using this website.

Plan to submit your online application well in advance of Wednesday, January 25, 2023, before 5:00 PM (PT) deadline. You may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on governmentjobs.com/careers/lacounty, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Fill out your application and supplemental questionnaire completely. The acceptance of your application depends on whether you have clearly shown that you meet the Minimum Requirements. Provide any relevant education, training and experience in the spaces provided so we can evaluate your qualifications for the job. 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, and description of work performed. If your application is incomplete, it will be disqualified.

IMPORTANT NOTES:

All information included in the application is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification. Utilizing verbiage from Class Specification and Minimum Requirements serving as your description of duties **will not** be sufficient to meet the requirements. Doing so may result in an incomplete application, and you may be disqualified.

ANTI-RACISM, DIVERSITY, AND INCLUSION (ARDI):

The County of Los Angeles recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. The Department of Human Resources is committed to promoting Anti-racism, Diversity, and Inclusion efforts to address the inequalities and disparities amongst race. We support the ARDI Strategic Plan and its goals by improving equality, diversity, and inclusion in recruitment, selection, and employment practices.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their *own* user ID and password. Using a

family member's or friend's user ID and password may erase a candidate's original application record.

TESTING ACCOMMODATION:

If you require an accommodation to fairly compete in any part of the assessment process, you will be given the opportunity to make a request when completing your application. Please note, you may be required to submit documentation from a qualified medical provider or other qualified professional to support your request for a testing accommodation.

If you have questions regarding this job posting, please contact us using the following information:

Exam Number: R2214A-R

Testing Accommodation Coordinator Email: TestingAccommodations@hr.lacounty.gov

Teletype Phone: (800) 899-4099 (**Alternate :** (800) 897-0077)

California Relay Services Phone: (800) 735-2922

Department Contact Name: James Cheung

Department Contact Phone: (213) 738-2084

Department Contact Email: DHRclericalexams@hr.lacounty.gov

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County

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Any language contained in the job posting supersedes any language contained below of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements on Job Posting.

a. Your application will only be accepted if it clearly shows you meet the requirements.

The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Experience is evaluated on the basis of a verifiable 40- hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you are an individual requesting reasonable accommodation(s) in the examination process, please contact the testing accommodation coordinator listed on the job posting. The provision of accommodation may be subject to verification as allowable with State and Federal law. All accommodation-related information will remain confidential.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or-

Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at <https://hr.lacounty.gov>. Additional resources may be listed on the job posting.

Background Check: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

Career Planning: Resources to help current and prospective employees plan a

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Any language contained in the job posting supersedes any language contained below. 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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,

supersedes any language contained below. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

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/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet

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Any language contained in the job posting or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at:

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation 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 or the Association of International Credential Evaluators, Inc. (AICE). More information available at: http://file.lacounty.gov/SDSInter/dhr/070812_PPG123.pdf and http://file.lacounty.gov/SDSInter/dhr/205105_PPG_123_ACE_Resource_Guide.pdf

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

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 or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

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.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or

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Any language contained in the job posting 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.

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 SSA1945) 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 <http://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.

supersedes any language contained below ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

COVID-19 VACCINATION: All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**COUNTY OF LOS ANGELES
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APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R2214A-R
INTERMEDIATE TYPIST-CLERK
JC

Los Angeles, CA 90010

connect@neogov.net

INTERMEDIATE TYPIST-CLERK Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. **CHECK YOUR ANSWERS CAREFULLY.** Any mistakes you make and/or any incomplete responses you provide in completing these questions will be used to disqualify your application even if you possess the qualifying experience or education. Be specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. All information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

I understand the above information and instructions.

- * 2. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. **DO NOT** select "off" under Email Preferences within your profile or click "unsubscribe" on our notices if you would like the County of Los Angeles to notify you regarding your application status, test schedules, and other important information pertaining to your candidacy for this position. It is important that you provide a valid email address. Moreover, please add jcheung@hr.lacounty.gov, DHRclericalexams@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

I understand the above information and instructions.

- * 3. How many months of office clerical experience do you have involving typewriting in the

service of the County of Los Angeles or in districts under the jurisdiction of the County of Los Angeles?

Please note: Experience is evaluated on the basis of a verifiable 40-hour week. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience.

- I have no experience in this area
- Less than 6 months
- 6 months or more

- * 4. How many months of office clerical experience do you have involving typewriting outside of the service of the County of Los Angeles?

Please note: Experience is evaluated on the basis of a verifiable 40-hour week. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience.

- I have no experience in this area
- Less than 6 months
- At least 6 months but less than 12 months
- 12 months or more

- * 5. Have you earned a certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college?

In order to receive credit for a certificate or Associate in Arts degree in clerical procedures or office administration, you must attach a legible copy of the official diploma, official transcripts, official letter, or official certificate from the accredited institution which shows the areas of specialization to your application at the time of filing. If unable to attach with your application, please email the required documents to DHRClericalExams@hr.lacounty.gov within seven (7) calendar days from the last day of application filing. Please reference the examination number and title.

- Yes
- No

- * 6. **TYPING INFORMATION:** In order to be placed on the Intermediate Typist-Clerk eligible list, a typing performance test of 40 net words per minute is required.

Please note:

1. Those candidates who currently hold or have held a typing position with the requisite words per minute in the service of the County of Los Angeles; or those candidates who have taken and passed a Los Angeles County typing performance test at the required words per minute administered by Department of Human Resources will have their scores transferred automatically.

2. Applicants who have taken and passed the required typing performance test administered by another Los Angeles County department must attach a copy of their typing certificate to their application at the time of filing Or email it within seven (7) calendar days from the last day of application filing to DHRClericalExams@hr.lacounty.gov.

3. Applicants who need to apply for "TYPING TEST-SCORE BANKING ONLY" examination must apply to the typing test posting **BEFORE February 1, 2023, 5:00 PM PT**

To apply, please copy and paste the link below to the address bar of a web browser.

<https://www.governmentjobs.com/careers/lacounty/jobs/2950238/typing-test-score-banking-only>

Please pick one that applies below:

- I currently hold or have held a typing position with the required 40 net words per minute in the service of the County of Los Angeles. (The typing score will be automatically transferred.)
- I passed a Los Angeles County typing performance test at the required 40 net words per minute administered by the Los Angeles County Department of Human Resources. (The typing score will be automatically transferred.)
- I met and passed the typing performance test at the required 40 net words per minute administered by another Los Angeles County department. (You must attach a copy of your typing certificate to your application at the time of filing OR email it to DHRClericalExams@hr.lacounty.gov within seven (7) calendar days from the last day of application filing.)
- I will apply or have applied to the "TYPING TEST-SCORE BANKING ONLY" examination BEFORE the February 1, 2023, 5:00 PM PST deadline.

* Required Question