



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **CLERK, NC (Temporary)**

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**SALARY:** \$15.00 - \$17.28 Hourly  
**DEPARTMENT:** TREASURER & TAX COLLECTOR  
**OPENING DATE:** 05/18/22  
**POSITION/PROGRAM INFORMATION:**

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



**CLERK, NC**  
**EXAM NUMBER: B9304A**

**\*\*\*ONLINE FILING ONLY\*\*\***

**FILING START DATE:** May 23, 2022 at 8:00 A.M. (PT)

**FILING END DATE:** UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE WITHOUT PRIOR NOTICE.

Please create your online account well in advance of the application filling start date and time, May 23, 2022 at 8:00 a.m. (PT), so you can verify your email address prior to the filling start date. This only needs to be done once per email address, and if you already have a job seeker account on [www.governmentjobs.com/careers/lacounty](http://www.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

**FILING TYPE:** This **TEMPORARY** job opportunity is open to the public.

**DEFINITION:**

Performs clerical duties requiring a working knowledge of subject matter and the clerical functions involved and the use of initiative and independent judgement within a recognized procedure.

### **ESSENTIAL JOB FUNCTIONS:**

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

Waits on the public or acts as a receptionist in a small office; answers routine tax inquiries in person or by telephone.

Indexes, codes and cross-references records or files according to established procedures.

Does all types of filing (alphabetical, numerical, chronological and code) and pulls and charges out files.

Sorts and arranges documents or correspondence in alphabetical or numerical order.

Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.

Makes out bills, order, notes, receipts, permits, licenses, etc., by hand.

Types forms, labels, licenses, permits, receipts, certificates and performs basic data entry not requiring skilled typing.

Operates various office machines or equipment requiring little specialized training.

Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.

Does comparing and proofreading.

Searches records and files for data.

Computes and receives fees when the amount is not in question or is readily obtainable from fixed schedules.

Requisitions, receives and charges out supplies.

Operates a small telephone switchboard, as needed.

Collects and delivers correspondence, records, packages, etc., on regular messenger rounds and upon request.

Performs basic clerical duties such as issuing office supplies, keep track of data and records, and complete predetermined forms in accordance to established procedures.

**REQUIREMENTS:****MINIMUM REQUIREMENTS:**

No training or experience is required.

**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.

**ADDITIONAL INFORMATION:****ASSESSMENT PROCESS:**

This is a noncompetitive assessment process and taking an exam is not required. The assessment is intended to merely qualify applicants. Qualified applicants will be added on to the

register of eligible candidates.

If you served in the military and were honorably discharged, you may qualify for Veteran's Credit. We will need a copy of your DD214 or any official document issued by your branch of service to determine veteran credit eligibility. Please include it with your application or email the document to [ttcexams@ttc.lacounty.gov](mailto:ttcexams@ttc.lacounty.gov) within fifteen (15) calendar days from application submission. Please reference the examination title and number.

The register of eligible candidates will be used for **TEMPORARY EMPLOYMENT ONLY**.

**ELIGIBILITY INFORMATION:**

Applicants will be processed on an as-received basis and promulgated to the register of eligible candidates accordingly.

Qualified applicants will be placed on the register of eligible candidates for a period of six (6) months from the date of promulgation.

Qualified applicants will be placed on a register of eligible candidates without indication of relative standing in the assessment process. The appointing power may appoint any one of the names on the appropriate list, except a person without Veteran's credit may not be appointed if there are three or more names on the list of persons entitled to Veteran's credit.

No person may participate in this examination more than once every six (6) months; doing so, will result in the rejection of your application.

**VACANCY INFORMATION:**

The register of successful candidates created from this assessment will be used to fill **TEMPORARY** vacancies in the Department of Treasurer and Tax Collector, located at the Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012, as they occur.

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. Fill out your application completely. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" at the top of this posting. You can also track the status of your application using this website.

Fill out your application completely including the required Supplemental Questions. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. 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 rejected.

Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address.

Please add [lvargas@ttc.lacounty.gov](mailto:lvargas@ttc.lacounty.gov), [eaguilar@ttclacounty.gov](mailto:eaguilar@ttclacounty.gov), [ttcexams@ttc.lacounty.gov](mailto:ttcexams@ttc.lacounty.gov), [info@governmentjobs.com](mailto:info@governmentjobs.com), and [noreply@governmentjobs.com](mailto:noreply@governmentjobs.com) to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Applicants have the ability to opt out of emails from Los Angeles County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County.

Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [www.governmentjobs.com](http://www.governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence.

**SOCIAL SECURITY NUMBER:**

Please include your Social Security Number for record control purposes. Federal law requires

that all employed persons have a Social Security Number.

**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, E-MAIL, 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.

**FAIR CHANCE INITIATIVE:**

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 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.***

**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.

**COVID-19 VACCINATION MANDATE:**

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.

**DEPARTMENT CONTACT:**

TTC Exams/Recruitment

**DEPARTMENT CONTACT PHONE:**

(213) 893-0054

**DEPARTMENT CONTACT EMAIL:**

ttcexams@ttc.lacounty.gov

**CALIFORNIA RELAY SERVICES PHONE:**

(800) 735-2922

**ADA COORDINATOR PHONE:**

(213) 893-0054

**TELETYPE PHONE:**

(800) 899-4099

**ALTERNATE TELETYPE PHONE:**

(800) 897-0077

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #B9304A  
CLERK, NC (TEMPORARY)

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Los Angeles, CA 90010

## CLERK, NC (Temporary) Supplemental Questionnaire

- \* 1. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address.

Please add lvargas@ttc.lacounty.gov, eaguiar@ttc.lacounty.gov, ttce exams@ttc.lacounty.gov, info@governmentjobs.com, noreply@governmentjobs.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Applicants have the ability to opt out of emails from Los Angeles County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County.

Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into [www.governmentjobs.com](http://www.governmentjobs.com) and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence. 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.

☐ Yes, I understand the above information and instructions.

- \* 2. The register of successful candidates created from this assessment will be used to fill **TEMPORARY** vacancies in the Department of Treasurer and Tax Collector, located at the Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012, as they occur.

☐ I understand the above information.

- \* Required Question