



**MICHAEL N. FEUER**  
CITY ATTORNEY

**POSITION ANNOUNCEMENT**

**LEGAL CLERK I**

**CIVIL, CRIMINAL AND MUNICIPAL BRANCHES**

**VARIOUS SECTIONS**

**ANNUAL SALARY RANGE: \$38,210 - \$55,854**

**POSITION:**

The Office of the City Attorney is currently accepting applications for Legal Clerk I.

**DUTIES AND RESPONSIBILITIES:**

The responsibilities of this position includes general office/clerical tasks such as typing; opening, logging and distributing mail; data entry; assisting in records retention; processing new cases by creating folders and labels; cross-training on other support staff desks; performing full-time receptionist duties by providing assistance at a public counter, answering telephones and greeting visitors; communicating with the public, and other City departments; ordering and organizing supplies; and other duties as assigned.

**REQUIREMENTS:**

Applicants are required to pass a typing test at 35 w.p.m. net with five (5) errors maximum. This position requires an accurate typist who pays close attention to detail, is able to work under pressure with minimal supervision, and can perform in a team environment. Applicants must be able to lift boxes (up to 25 lbs).

Valid Driver License is required; Applicant may be required to drive.

Reliable attendance and punctuality are mandatory.

The City Attorney's Office **will not** be administering typing tests to candidates. Please see the attached "**Typing Certification Requirements.**" Typing certificate must be current (taken within the last twelve months).

The hours for this position are 8:00 a.m. to 5:00 p.m., Monday through Friday.

**sDESIRED**  
**QUALIFICATIONS:**

Applicants should be proficient in Microsoft Word.  
Knowledge of legal procedures and terminology is highly desirable.

**PROBATION:**

Appointment to this exempt position (non Civil-Service) will be subject to a one (1) year probationary period as required by Section 1050 of the City Charter. Successful completion of the one (1) year probationary period will result in tenure with the office.

**APPLICATION**  
**AND DEADLINE:**

Interested applicants **must** submit the following documents in one (1) PDF file: typing certificate, resume and a cover letter specifying **LEGAL CLERK I - VARIOUS SECTIONS** via email to [atty.recruit@lacity.org](mailto:atty.recruit@lacity.org).

Applicants who fail to submit all required documents in one pdf file, will be considered ineligible.

Selected applicants will be invited to interview.

Hiring ongoing as positions become available. For administrative purposes, this position may close periodically and then reopen.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL [\(213\) 978-7160](tel:(213)978-7160).

# City of Los Angeles – City Attorney’s Office

## **TYPING CERTIFICATION REQUIREMENTS**

Applicants for the position of **Legal Clerk I** are required to submit a typing certification to demonstrate they meet the minimum typing requirements. Candidates who fail to provide a typing certification will be disqualified from the examination process. The Los Angeles City Attorney’s Office will not be administering typing tests to candidates. The typing certification must be issued by an agency or an accredited school within the last 12 months. **On-line issued typing certification will not be accepted.**

The typing certification **must meet the minimum 35 net words per minute**, have no more than five (5) errors, and be scored according to the following method: 5 minute timed typing exercise, showing a gross rate of speed and a net speed calculated by deducting one (1) word per minute for each error in the exercise.

Certification may be in the form of a certificate, letter, or test results form and **must** contain the following:

- ***Agency’s official emblem or watermark***
- ***Name of applicant***
- ***Number of minutes of the timed typing test***
- ***Number of gross words per minute***
- ***Number of net words per minute***
- ***Number of errors***
- ***Date of certificate***
- ***Signature of person certifying the certificate***
- ***Address and telephone number of agency***

The above information **MUST** be included on the certification. Applicants **WILL NOT** be contacted to correct the deficiency.

*On the next page is a list of suggested local agencies and schools that administer typing tests and issue certification. It is advised that you call first to see if an appointment is required to take the typing test. Additional agencies that may provide typing certification can be found on [www.servicelocator.org](http://www.servicelocator.org) by entering the desired zip code.*

<b>ORGANIZATION NAME</b>	<b>5 MINUTE EXAM</b>	<b>CERTIFICATE PROVIDED</b>	<b>COST</b>	<b>HOURS</b>
Gardena One Stop Center 16801 S. Western Avenue Gardena, CA 90247	YES	YES	NO COST	<b>Monday–Friday</b> 8:00 a.m.-3:00 p.m. <b>By Appointment Only</b> <b>(310) 217-9579</b>
Inglewood One Stop Center 110 South LA Brea Avenue Inglewood, CA 90301	YES	YES	NO COST	<b>By Appointment Only</b> <b>(310) 680-3700</b>
Carson Career Center 801 E. Carson St., #117 Carson, CA 90745	YES	YES	NO COST	<b>Monday–Thursday</b> 7:00 a.m.-6:00 p.m. <b>(310) 952-1762</b>
Rio Hondo College 3600 Workman Mill Rd, Whittier, CA 90601	YES	YES	NO COST	<b>Monday–Thursday</b> 1:00 p.m.-6:00 p.m. <b>Friday</b> 9:00 a.m.-12:00 p.m. <b>(562) 463-7364</b>
Montebello Adult School 149 N. 21st St Montebello, CA 90640	YES	YES	\$5	<b>Monday–Wednesday</b> 8:30 a.m.-3:00 p.m. 6:00 p.m.-9:00 p.m. <b>Thursday</b> 12:00 p.m.-3:00 p.m. 6:00 p.m.-9:30 p.m. <b>(323) 887-7844</b>
Los Angeles Harbor College 1111 Figueroa Place Wilmington, CA 90744	YES	YES	\$20	<b>By Appointment Only</b> <b>(310) 233-4450</b>

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT TYPING CERTIFICATION ISSUED BY ANY AGENCY INCLUDING THOSE LISTED MEETS THE REQUIREMENTS STATED ABOVE.**