



MICHAEL N. FEUER
CITY ATTORNEY

POSITION ANNOUNCEMENT

LEGAL CLERK II

VARIOUS SECTIONS

ANNUAL SALARY RANGE: \$42,135 – \$61,637

POSITION:

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

DUTIES AND RESPONSIBILITIES:

The responsibilities of this position includes performing routine to moderately difficult legal clerical work; type various documents from plain or corrected copy, rough draft or dictating equipment. Compose and type correspondence of a routine nature by following general instructions as to content or by referring to records of previous correspondence. Sorts, classifies, indexes, cross-references, photocopies and files legal correspondence, memoranda, reports, contracts, complaints, citations, accident reports, claims, statistical and financial tabulations, court calendars, legal opinions and other documents. May act as a receptionist, assisting callers in person or on the telephone by answering questions, receiving and recording requests and complaints, and referring callers to proper sources. Ordering and organizing supplies; and other duties as assigned.

REQUIREMENTS:

Applicants are required to submit a valid typing test certificate with at least 45 wpm net and no more than five (5) errors maximum. Candidates who meet the typing criteria will be scheduled for a spelling test. You must pass the spelling test with no more than five (5) errors maximum.

This position requires an accurate typist who pays close attention to detail, has initiative and is well organized, and enjoys extensive telephone contact with the public. Applicants should be flexible in their ability to handle multiple tasks and have the ability to work under pressure with a minimum amount of supervision, and perform in a team environment. Reliable attendance and punctuality are mandatory. Applicants must be able to lift boxes (up to 25 lbs).

The City Attorney's Office **will not** be administering typing tests to candidates. Please see the attached "**Typing Certification Requirements.**"

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

**DESIRED
QUALIFICATIONS:**

Applicants must be proficient in Microsoft Word. Applicants should have knowledge of legal procedures and terminology and knowledge of the Criminal Case Management System (CCMS) and the Trial Court Information System (TCIS).

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 II – VARIOUS SECTIONS** via email only to 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:2139787160).

City of Los Angeles – City Attorney’s Office

TYPING CERTIFICATION REQUIREMENTS

Applicants for the position of **Legal Clerk II** 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 45 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 by entering the desired zip code.

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

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