



COUNTY OF LOS ANGELES
invites applications for the position of:

STUDENT WORKER

SALARY: \$16.07 - \$16.07 Hourly
DEPARTMENT: HUMAN RESOURCES COUNTYWIDE EXAMS
OPENING DATE: 04/22/22
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 service as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

The Student Worker Program is designed to provide on-the-job training and experience while participants obtain their degree. We will help you to gain experience in building employment skills and establishing a professional network while continuing your education. This is temporary, part-time position, compensated on an hourly as-needed basis for up to 30 hours per week during instructional period.

The Student Work, R8242P-R is open to the public. Don't miss your chance, we are accepting applications from:

April 25, 2022 at 8:00 a.m. (PT)- Until the needs of the service are met and is subject to closure without prior notice.

REBULLETIN INFORMATION:

This announcement is being reposted to re-open the filing period and update Application and Filing Information.

ESSENTIAL JOB FUNCTIONS:

What will I do as Student Worker?

- Prepares, from plain and corrected copy and rough draft, or from verbal instructions, such materials as reports, letters, vouchers, receipts, lists, orders, schedules, notices, file cards, statistical data, and certified copies of documents.
- Waits on the public or acts as receptionist in a small office; answers routine questions of the public, in person or by telephone.
- Performs all types of filing (alphabetical, numerical, chronological and code), and pulls and charges out file material.
- Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures.
- Performs bills, orders, notes, receipts, permits, licenses, etc.
- Operates various office machines or equipment requiring little specialized training.
- Collects and delivers correspondence, records, packages, etc. on regular messenger rounds and upon request.
- Opens, sorts, time stamps, and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail.

- Searches records and files for data.
- Performs comparing and proofreading of documents.
- Sorts and arranges documents, correspondence or other material.
- Operates a small telephone console as needed.
- Takes notes as needed.

REQUIREMENTS:

Minimum Requirements:

Current enrollment in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR- current enrollment as a junior or senior in high school.
Age: At least 16 years of age.

Applicants under 18 years old must present a work permit before starting work.

License:

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

Physical Expectations:

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.

How do I meet the requirement?

Please provide the following three (3) documents:

1. Proof of Academic Standing regarding academic level or class level (e.g., Junior, Senior in High School or at least Freshman in accredited college):

Acceptable proof includes copy of **official or unofficial transcript** or a **verification letter** which reflects academic standing. The document must clearly show the name of school, your name and the number of units that have been completed. School admittance letter is **not** acceptable.

2. Proof of Current Enrollment:

Acceptable proof includes current Class Schedule confirming applicant has registered for the current or upcoming semester/quarter, letter from School Administration on school letterhead showing the current enrollment status; a student ID with photograph verifying current enrollment (must show current class term) or a copy of the transcripts. School admittance letter is **not** acceptable

3. Proof of Age: photocopy of Birth Certificate, California I.D. or Driver License.

How can I provide the required documents if I cannot attach them at the time of filing?

If you are unable to submit any of the required documents with your application, please email the document(s) to dhrsw@hr.lacounty.gov within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.

If hired, you still need to continue to be enrolled and attend school to maintain status in the position.

ADDITIONAL INFORMATION:

Our Assessment Process:

Once we have determined that you meet the requirements, we will invite you to take a multiple-choice and/or simulation assessments weighted 100% covering Learning Potential, Responsibility, Customer Focus and Working with Information.

TRANSFER OF TEST COMPONENTS:

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

NOTES:

- **MULTIPLE CHOICE AND/OR SIMULATION ASSESSMENTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**
- **All notices** will be sent electronically to your e-mail address. Multiple-choice and/or simulation assessments scores cannot be given over the telephone.

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS AND MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER IN THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help you preparing 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/>.

What to expect next:

Applicants who successfully pass multiple-choice and/or simulation assessments will be placed on the eligible register for one year (12 months).

How to Apply:

Applications must be submitted online only. We will begin receiving applications on April 25, 2022 at 8:00 a.m. (PT). All applications must be received 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.

Plan to submit your online application well in advance of the deadline as 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.

Applicants must either upload required documents as attachments during application submission or email copy of the required documents to DHRsw@hr.lacounty.gov within fifteen (15) calendar days of filing online.

All information is subject to verification, we may reject your application at any point during the examination and hiring process including after an appointment has been made. Falsification of any information may result in disqualification.

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, EMAIL AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member 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, let us know by contacting the Testing Accommodation Coordinator at TestingAccommodations@hr.lacounty.gov. You will be required to complete the [Request for Reasonable Accommodation form](#) as well as supporting documentation from a qualified professional justifying the requested accommodation(s). The sooner you contact us, the sooner we can respond to your request and keep you moving through the process.

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 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.**

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.

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.

Do you have any questions? Please contact us using the following information:

Exam Number: R8242P-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: Sophie Zhang

Department Contact Phone: (213) 738-2084

Department Contact Email: DHRsw@hr.lacounty.gov

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R8242P-R
STUDENT WORKER
SZ

Los Angeles, CA 90010

connect@neogov.net

STUDENT WORKER 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 ANSWER 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.

Yes, 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 szhang@hr.lacounty.gov, DHRclerical exams@hr.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donotreply@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**

Yes, I understand the above information and instructions.

* 3. Are you currently enrolled in an accredited college, community college, or business college, having academic standing equivalent to at least a freshman in college -OR

currently enrolled as a junior or senior in high school?

- Yes
- No

- * 4. Are you at least 16 years of age?
Applicants under 18 years of age must present a work permit before starting work.
- Yes
 - No

- * 5. **SUPPORTING DOCUMENTATION:** In order to qualify, you **MUST** attach the following three (3) documents at the time of filing, or submit within fifteen (15) calendar days from application submission to dhrsw@hr.lacounty.gov. **All document(s) must clearly show the name of school and Student's name.**

Failure to submit required documentation will result in your application being rejected.

Yes, I understand the above information and instructions.

- * 6. **1. Proof of Academic Standing** regarding academic level or class level (e.g., Junior, Senior in High School or at least Freshman in accredited college): Acceptable proof includes copy of official or unofficial transcripts or a verification letter which reflects academic standing. The document must clearly show the name of school, your name and the number of units that have been completed. School admittance letter will **NOT** be accepted.

How will you submit Proof of Academic Standing (academic level or class level)?

- I will attach a copy of the official document(s) to my application at the time of filing.
- I will send a copy of the official document(s) via email to dhrsw@hr.lacounty.gov within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.
- I will not be able to provide the required document(s).

- * 7. **Proof of Current Enrollment:** Acceptable proof includes current Class Schedule confirming applicant has registered for the current or upcoming semester/quarter, letter from School Administration on school letterhead showing the current enrollment status; a student ID with photograph verifying current enrollment (must show current class term) or a copy of transcripts. School admittance letter will **NOT** be accepted.

How will you submit Proof of Current Enrollment?

- I will attach to my application at the time of filing.
- I will send via email to dhrsw@hr.lacounty.gov within 15 calendar days from the application submission date. Please include your full name and exam title or exam number.
- I will not be able to provide the required document(s).

- * 8. **Proof of Age:** Acceptable proof includes photocopy of Birth Certificate, California I.D. or Driver License.

How will you submit Proof of Age?

- I will attach to my application at the time of filing.
- I will send via email to dhrsw@hr.lacounty.gov within 15 calendar days from the and exam title or exam number.
- I will not be able to provide the required document.

9. What is your major/area of study?

- * Required Question