

FINAL

Job Title	CLERK SUPERVISOR
Closing Date/Time	Friday, May 26, 2023 at 4:30 PM
Salary	\$1,851.12–\$2,506.16 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, May 12, 2023, through 4:30 pm, Friday, May 26, 2023.

PROMOTIONAL OPPORTUNITY:

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations Article I, Section 4(19)(b) and Article II, Section 7. This job opportunity is limited to current, permanent, City of Long Beach employees. Non-career employees are not eligible for this job opportunity. Seniority Credit, in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

EXAMPLES OF DUTIES: Under direction, supervises, coordinates and monitors a large group of employees engaged in a wide variety of clerical activities; interviews, hires, assigns, evaluates and disciplines subordinate personnel; establishes priorities and deadlines; composes correspondence and writes manuals; communicates both verbally and in writing to assist customers; prepares and maintains reports and records; compiles and analyzes statistical data; uses office equipment including computer terminals, typewriters, and photocopying equipment; may participate in the budget process; performs other related duties as assigned.

REQUIREMENTS TO FILE:

Open to current permanent full-time or part-time City employees with at least six months (6) of paid full-time equivalent, City service **AND** a minimum of three years paid full-time equivalent experience performing complex and responsible clerical and/or technical duties which must have included a minimum of one year in a lead or supervisory capacity.

Knowledge, Skills, and Abilities:

- Knowledge of supervisory or management techniques.
- Ability to communicate effectively orally and in writing;
- Ability to successfully interact and work closely with others;
- Ability to effectively supervise others in the performance of clerical duties;
- Ability to operate a wide variety of office equipment, and effectively use computer software applications.

Willingness to work overtime, weekend and/or holiday hours.

Positions in the Police Department require the ability to pass a thorough background investigation.

DESIRABLE QUALIFICATIONS: Knowledge of the Police Records Management System for some positions in the Police Department.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Appraisal Interview.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Names will be placed on the promotional eligible list in the rank order of total score achieved. The resulting list will be in effect for two (2) years. Screening of applicants will be conducted on the basis of application and required supplemental

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application submitted. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification of the status of your application within two weeks of the close of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.
An Equal Opportunity Employer.