

FINAL

Job Title	CLERK TYPIST I-IV: (<u>POLICE RECORDS TECHNICIAN</u>) OR (<u>ANIMAL CARE CLERK</u>)
Closing Date/Time	Friday, June 9, 2023, at 4:30PM
Salary	\$1,364.48-\$2,328.00 BiWeekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are being accepted beginning Friday, May 26, 2023, through 4:30 pm, Friday, June 9, 2023.

Some positions in the Police Department may qualify for a Recruitment Incentive of up to \$6,000. For more information on the City of Long Beach's Recruitment Incentive Program please [click here](#).

VACANCY INFORMATION:

Police Records Technician – Currently there are eight (8) Grade level III vacancies in the Records Division. This position is required to work nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

Animal Care Clerk – Currently there are three (3) Grade level I positions in the Animal Care Services Bureau. This position is required to work weekends, including Saturday and Sunday (work schedule is Wednesday through Sunday) and holidays. Must be willing to work in an animal shelter environment.

SALARY INFORMATION:

Grade I -	\$1,364.48 - \$1,847.68 Bi-Weekly
Grade II -	\$1,469.60 - \$1,993.44 Bi-Weekly
Grade III -	\$1,582.64 - \$2,164.32 Bi-Weekly
Grade IV -	\$1,703.44 - \$2,328.00 Bi-Weekly

EXAMPLES OF DUTIES:

Under supervision, Clerk Typists perform a wide variety of general office clerical tasks which may include, filing alphabetically and numerically; compiling information for use in reports; making mathematical calculations; performing reprographic functions; assisting with the processing of financial transactions; provides customer service to the public, either in person or on the telephone; and other duties as required. In addition, Clerk Typists perform increasingly difficult and responsible clerical duties such as typing forms, memos and correspondence; creating charts, graphs, and forms and preparing reports.

REQUIREMENTS TO FILE:

A Keyboarding Skill Certificate from an approved government, employment, or training agency recognized by the Civil Service department and obtained within the last 12 months displaying ability to type at a minimum net speed of 30 wpm (**proof required**)*. *Civil Service Department continues to accept and receive a 5-minute keyboarding skills certificate obtained online during the past 12 months.*

Typing Certificate Resources (Link)

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

Some positions may require working nights or graveyard shifts, weekends, holidays, and occasionally flex hours.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

- Ability to file alphabetically and numerically;
- Ability to perform simple mathematical calculations;
- Ability to correct errors in grammar, spelling, and punctuation;
- Ability to deal courteously with the public, both in person and on the telephone;
- Ability to maintain confidentiality;
- Ability to type accurately on a personal computer at a minimum net speed of 30 wpm.

DESIRABLE QUALIFICATIONS:

Police Department Ability to understand law enforcement practices and basic operations of police record functions, police procedures, rules, regulations, terminology and law enforcement codes; the processes related to the release of data and reports to the public and other agencies; the ability to interpret the Rules and Regulations of the National Crime Information Center (NCIC) and the California Law Enforcement Telecommunications System (CLETS) is desired for positions in the Records Division.

Parks, Recreation, and Marine Experience working or volunteering in an animal shelter or in an animal welfare organization in a lead capacity is desired.

Bilingual/biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Application	Qualifying
Occupational Written Exam	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process.

In accordance with Civil Service Procedure 3.38, all eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. (A copy of the veteran’s DD-214, Member 4 form indicating honorable discharge must be attached to the application at the time of filing.)

If you have not received notification within two weeks after 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.

JOB: D04AN-23

CT: MC

CSC05/24/23