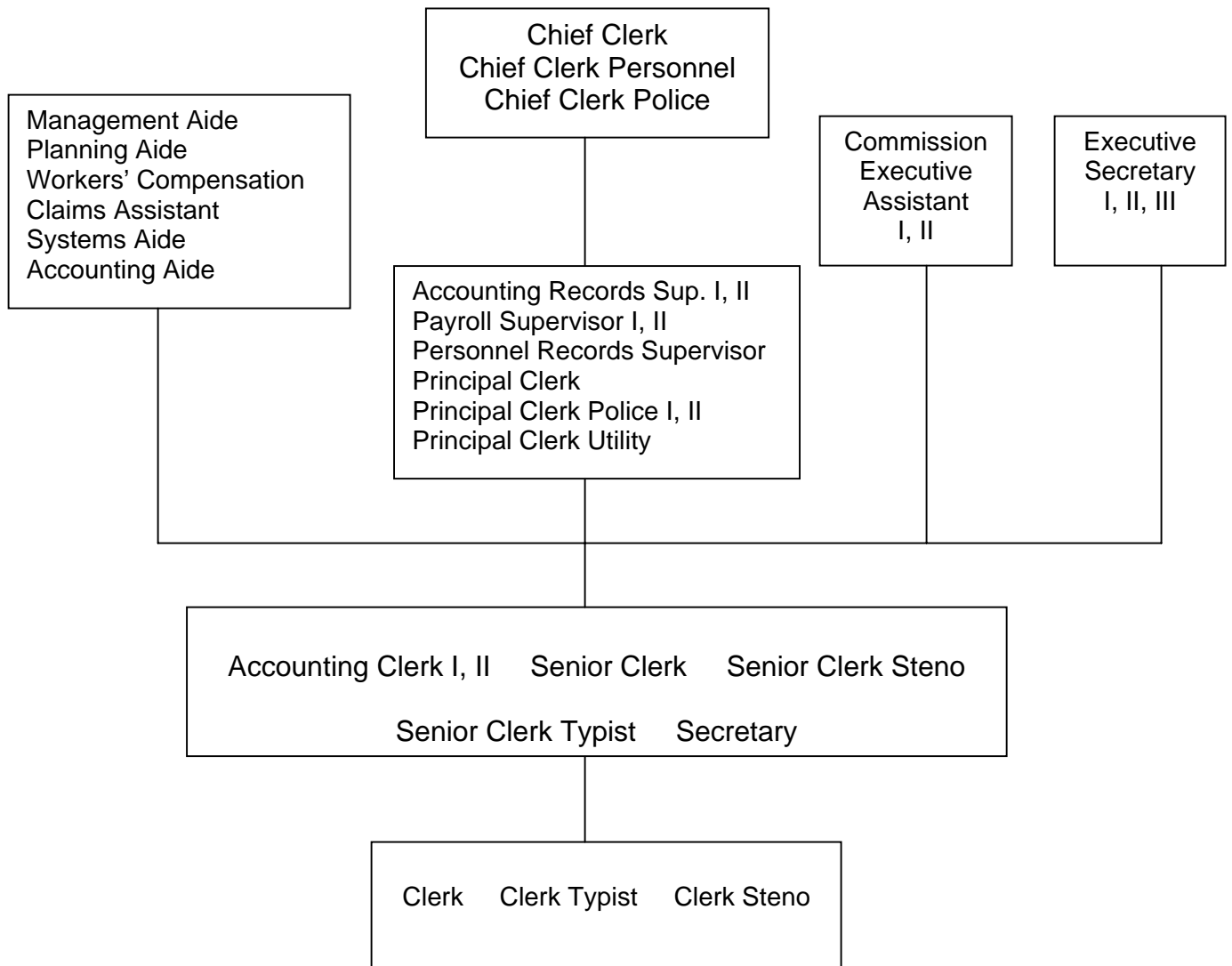


**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CLERICAL CAREER OPPORTUNITIES**

This information describes potential promotional opportunities for the three most common clerical classes of Clerk, Clerk Typist or Clerk Stenographer. The career ladders that are most commonly entered into are listed below. The duties and requirements for the first promotional levels are listed on pages 2-3 of this guide.



- Note:
1. Each class title represents a separate civil service class requiring a separate civil service examination.
  2. This chart is intended to illustrate possible promotional opportunities. The examination bulletin should be reviewed for the specific requirements for each class.

## **BRIDGE CLASS OPPORTUNITIES/REQUIREMENTS**

|  |   |
|--|---|
| Management Aide                        | Three years of full-time paid experience with the City of Los Angeles in a class at least at the level of Senior Clerk.   |
| Planning Aide                          | 1) Three years of full-time paid experience researching and preparing data used in urban planning studies or reports as a Senior Clerk Typist or in a clerical class at least at that level; or<br><br>2) Academic credit from a recognized college or university may be substituted for up to two years of the above experience on a year-for-year basis. Three years of full-time paid experience as a Clerk Typist and sixty (60) semester units or ninety (90) quarter units from a recognized college or university. |
| Workers' Compensation Claims Assistant | Three years of full-time paid clerical experience processing claims, payments, or benefits related to pension, retirement, medical, or workers' compensation.   |
| Systems Aide                           | Three years of full-time paid experience in a class at the level of Senior Clerk Typist which provides experience in the development, implementation, installation or support of central, departmental, distributed or personal computer systems and associated hardware and software components.   |
| Accounting Aide                        | One year of full-time paid experience as an Accounting Clerk or in a class at that level performing responsible clerical accounting duties in the preparation, processing and maintenance of accounting records and reports.  |

## **OTHER CAREER OPTIONS/REQUIREMENTS**

|   |   |
|---|---|
| Customer Service Representative (Water & Power) | Two years of full-time paid experience processing customer requests for service and providing information to customers regarding accounts or specialized programs either in-person or through the telephone or internet; or performing specialized work in various aspects of customer billing and collection, including data entry, customer account research and resolution, and the use of personal computers to make necessary input/adjustment transactions. |
| Wharfinger                                      | 1. Two years of full-time paid clerical experience in preparing or processing of marine shipping documents; or<br>2. One year of full-time paid experience at least at the level of Senior Clerk Typist with the city of Los Angeles Harbor Department processing marine shipping revenue-generating documents.<br>3. Successful completion of an approved Maritime Documentation, International Business or Import/Export  |

Procedures course may be substituted for one year of experience in preparing or processing marine shipping documents.

|  |  |
|--|--|
| Police Service Representative            | Ability to type 32 words per minute. Extensive background investigation.   |
| Communication Information Representative | Current paid employment with the City of Los Angeles; <u>and</u> one year of full-time paid office clerical experience.                                  |
| Library Assistant                        | Two years of full-time paid library clerical experience as a Library Clerical Assistant or Clerk Typist with the City of Los Angeles Library Department. |

### **Duties of First Promotional Levels**

1. **Senior Clerk Typist** – Performs difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located; and may supervise a group of clerical employees. Senior Clerk Typist routinely type as an essential duty.
2. **Senior Clerk Stenographer** – Performs difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located; and may supervise a group of clerical employees. A Senior Clerk Stenographer takes and transcribes dictation as an essential duty.
3. **Senior Clerk** – Performs difficult clerical work of a responsible nature requiring frequent exercise of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located; may supervise clerical employees; and does related work.
4. **Accounting Clerk** – Performs difficult and responsible clerical accounting work in the review, preparation, processing, reconciliation, and maintenance of accounting records and reports, or payroll and time keeping documents; may perform cashiering duties; or may act as a lead person in the performance of such work.
5. **Secretary** – Performs responsible secretarial duties and difficult clerical work requiring the use of independent judgment and a good knowledge of the functions of the organizational unit in which the position is located.

Note: The above information does **not** replace class specifications and examination bulletins.

## **PREPARING YOURSELF FOR PROMOTION**

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.