

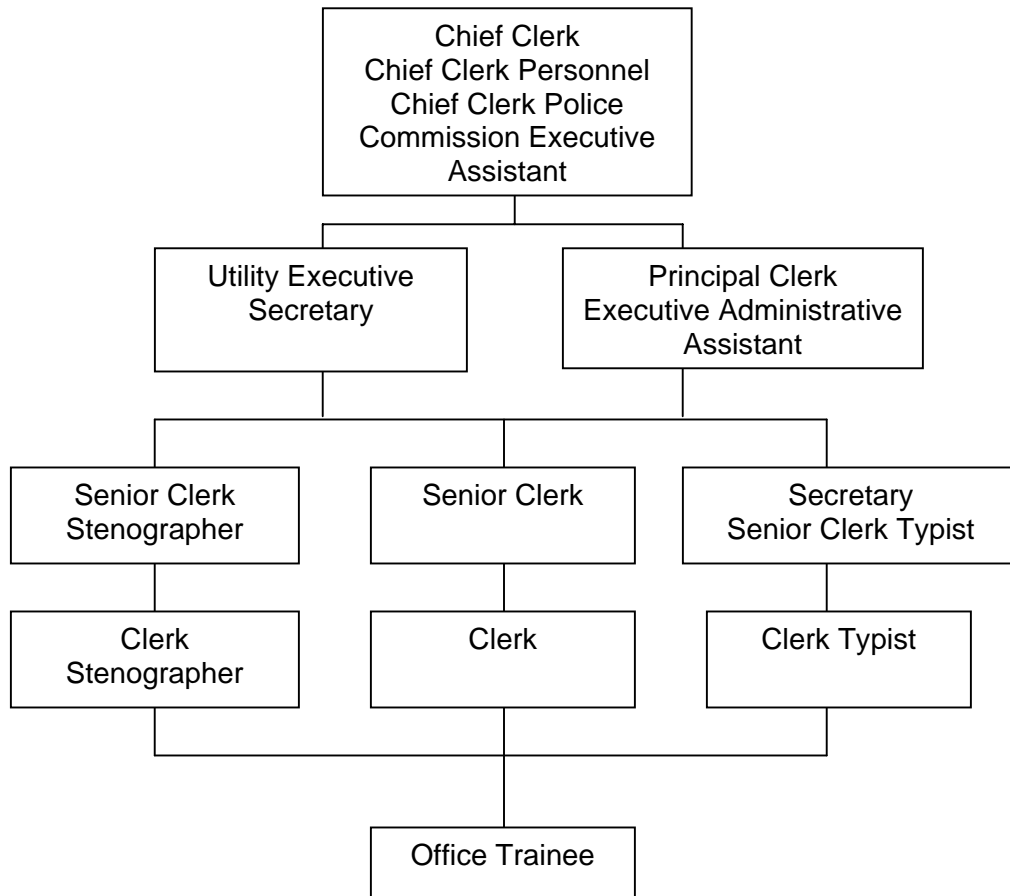
**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR OFFICE TRAINEE

This information is being given to you to describe potential promotional opportunities as an Office Trainee. The career ladders that Office Trainees most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

COMMON CAREER LADDERS FOR OFFICE TRAINEE

The chart below shows the normal career paths of Office Trainees. For example, normal advancement Office Trainee is from Clerk to Senior Clerk. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



OTHER POSSIBLE PROMOTIONAL OPPORTUNITIES

- Meter Reader
- Messenger Clerk
- Traffic Officer
- Police Service Representative

DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties

Clerk: Performs general office clerical work, which may require some independent judgment.

Clerk Typist: Performs general office work which may include customer service, basic word processing, data entry, filing and organizing, and related work.

Clerk Stenographer: Performs general office clerical work such as filing and typing various correspondence and reports; takes and transcribes dictation; and does related work.

Requirements

Clerk: Graduation from high school is desired but not required.

Clerk Typist: Six months of full-time paid experience in office clerical work or retail sales. High school graduation is desired but not required.

Clerk Stenographer: High school graduation is desired but not required.

Note: The above information was compiled from work done by the Personnel Department in preparing job analyses for examination, classifying jobs, and determining the jobs that would provide qualifying experience for promotional examinations. This 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, Room 380, Personnel Building.