

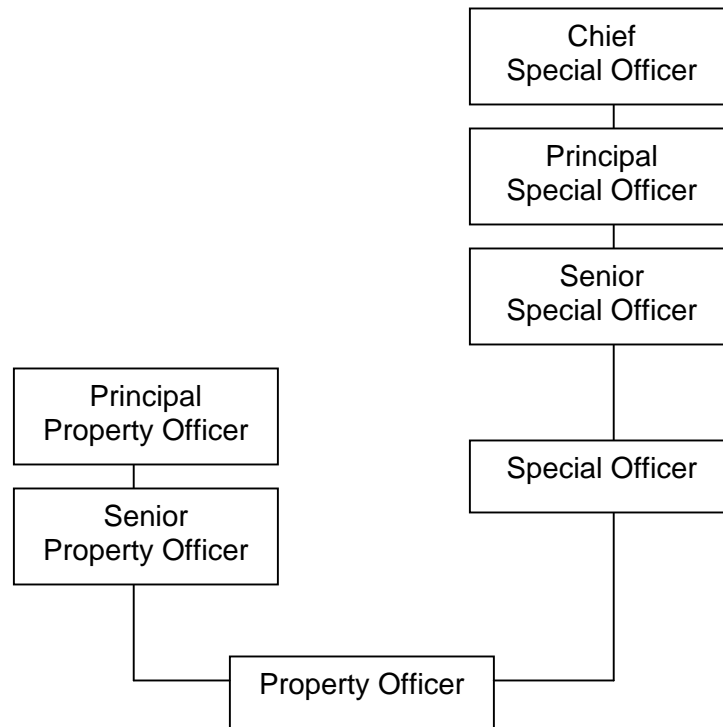
CITY OF LOS ANGELES
PERSONNEL DEPARTMENT

CAREER OPPORTUNITIES FOR PROPERTY OFFICER

This information is being given to you to describe potential promotional opportunities as a Property Officer. The career ladders that Property Officers 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 PROPERTY OFFICER

The chart below shows the normal career paths of Property Officer. For example, normal advancement for Property Officers is to Senior Property Officer and then Principal Property Officer.



OTHER POSSIBLE PROMOTIONAL OPPORTUNITIES FOR PROPERTY OFFICER

- Principal Clerk
- Police Service Representative
- Transportation Investigator
- Traffic Officer
- Police Officer

DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Duties:

Senior Property Officer – Assigns, reviews and evaluates the work of Property Officers and other persons engaged in the maintenance of physical custody, specific accountability, and detailed documentation for booked evidence and non-evidence property from the time of booking to ultimate release or disposal; personally performs the more technical and responsible assignments; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Special Officer – A Special Officer is a sworn peace officer, authorized to carry a firearm, assigned to the Department of Airports, Harbor, or General Services. Special Officers enforce federal and state laws and regulations, City of Los Angeles ordinances, and security, traffic, and safety rules and regulations; engage in law enforcement activities, including uniformed foot, vehicle, boat, and bicycle patrol and plainclothes assignments, arrests, and report writing; provide law enforcement support at airline passenger screening areas; engage in hazardous materials enforcement at the port; and furnish information services to the public.

Requirements:

Senior Property Officer:

Two years of full-time paid experience as a Property Officer or in a class at that level for the City of Los Angeles accepting and maintaining physical accountability and detailed documentation for booked evidence and non-evidence property.

Special Officer:

1. Be at least 18 years of age at the time of hire; and
2. Have graduated from high school, or the equivalent; and
3. Have U.S. Citizenship or must have applied for U.S. Citizenship before applying for Special Officer employment. Noncitizens must indicate the date they applied for U.S. Citizenship in Box 37 on the city employment application form. Noncitizens must obtain U.S. Citizenship within 3 years of the date of their City employment application for continued employment.

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) 847-9200, in Room 380, Personnel Building.

(Rev. 3/05)