CITY OF LONG BEACH

City of Long Beach Employment Opportunity

SENIOR RECORDS CLERK
Job Number: F34NN-12

SALARY: $2,054.32 - $2,792.48 Biweekly

OPENING DATE: 08/17/12

CLOSING DATE: 08/31/12 04:30 PM

DESCRIPTION:

Applications available: 7:30 a.m. to 4:30 p.m., August 17, 2012 through August 31, 2012. Completed application packets must be received in the Civil Service Department by 4:30 p.m., August 31, 2012. Postmarks will not be accepted. Online applications are highly encouraged.

For candidate orientation dates, please read the attached Senior Records Clerk Memo

EXAMPLES OF DUTIES: Under general direction, supervises and coordinates the activities and personnel of one or more sections of the Records Division; interviews, selects and develops clerical personnel; prepares and discusses employee appraisals; supervises, evaluates and assists Clerk Supervisors in Reporting, Police Systems, Warrants, Imaging and Inquiry; develops, modifies and implements new procedures and provides training; assists the command staff on daily basis; coordinates Records Division training activities, handles special projects, orders and maintains supplies; and performs other related duties as required.

REQUIREMENTS TO FILE:

PROMOTIONAL OPPORTUNITY:
This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including 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.

Open to current City employees who have a total of two years of experience, in the classifications of Clerk Typist, Fingerprint Classifier, and/or Clerk Supervisor within the Records Division of the Long Beach Police Department, which includes one or more years of experience in a lead or supervisory position with the City of Long Beach.
Familiarity with the Long Beach Police Department's reporting and records sections and its computerized Records Management System (RMS), Automated Reporting System (ARS), California Law Enforcement Telecommunications System (CLETS), Consolidated Criminal History Reporting System (CCHRS), the automated fingerprint systems (CAL-ID, Cogent, and AFIS) and other computerized systems used by the Records Division.

Knowledge of the laws governing police record maintenance; ability to effectively supervise employees in the Records Division; ability to work a five-day or four-day work week, any of the sections in the Records Division and any of the three assigned shifts, weekends, holidays, and flex hours to provide supervisory coverage.

A valid motor vehicle operator's license may be required at time of appointment. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

DESIRABLE QUALIFICATIONS: Completion of a recognized fingerprint identification course is desirable and will be required prior to completion of probation.

SELECTION PROCEDURE:

Application and Supplemental Application……..Qualifying
Job Simulation Exercises……100%
(The exercises will include a an interview with additional oral components.)
A minimum rating of 70 must be attained on the examination in order to pass the examination.

If you have not received notification by September 14, 2012, contact the Civil Service Department at (562) 570-6202. This information is available in an alternative format by request at (562) 570-6202. If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

Senior Record Clerk J.O.B. F34NN-12 CM 08/15/12

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/longbeach

Position #F34NN-12
SENIOR RECORDS CLERK
CM

Civil Service Department
333 W. Ocean Blvd., 7th Flor
Long Beach, CA 90802
(562) 570-6202

civilservice@longbeach.gov

SENIOR RECORDS CLERK Supplemental Questionnaire

* 1. **INSTRUCTIONS: :** The purpose of the supplemental questions is to derive more specific information about your qualifications for this position. Applicants must clearly demonstrate their qualifying experience on the job application. It is to the candidate's advantage to clearly answer all questions and document all job-related education, training and experience as required. Do you understand the information stated in the "Instructions" section above?

❑ Yes ❑ No

* 2. **REQUIREMENTS TO FILE:** This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity. This promotional opportunity is open to current City employees who have a total of two years of experience, in the classifications of Clerk Typist, Fingerprint Classifier, and/or Clerk Supervisor within the Records Division of the Long Beach Police Department. Do you currently meet the city employee criteria listed above?

❑ Yes
❑ No

* 3. One or more years of experience in a lead or supervisory position with the City of Long

Beach is required. Indicate the total amount of lead or supervisory experience you have.

- ❑ Less than 1 year
- ❑ 1 -2 years
- ❑ more than 2 years

* 4. Describe your lead or supervisor position you held with the City of Long Beach. Please include the following information when describing your experience: 1) Department/Bureau/Division 2) Your Title 3) Dates of assignment and 4) the duties of the position.

5. **DESIRABLE QUALIFICATIONS:** Completion of a recognized fingerprint identification course is desirable and will be required prior to completion of probation. Have you completed a course? If so, indicate the date(s), title, and where the course was completed.

* 6. **NOTIFICATION PREFERENCE:** In order to better serve you in a quick and efficient manner, we request that you accept to receive notification regarding this job application through email. Choosing email notification ensures quicker communication regarding examination dates, application status and examination results. Do you want to be notified via email regarding the status of your application for this job posting?

❑ Yes ❑ No

* 7. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. I understand that if I am offered employment, I will be required to successfully pass a medical examination and that for certain positions, employment is contingent upon successful completion of a security investigation.

- ❑ YES
- ❑ NO

* Required Question