MANAGEMENT ASSISTANT (ON-CAMPUS TESTING)
Class Code: 1539

ANNUAL SALARY

$45,142 to $56,083
The salary range in the Department of Water and Power is $49,464 to $67,275.

DUTIES

Management Assistant is an entry-level professional position that can lead to a career in budget and finance, personnel administration, or special program administration. Typical duties relate to the resolution of departmental and Citywide administrative problems, data collection, report writing, program coordination and development of public policy.

REQUIREMENTS

1. A bachelor’s degree from a recognized four-year college or university is required, and
2. Achievement of a passing score on the qualifying written test for Management Assistant.

USC TESTING INFORMATION

∞ Date: Saturday, November 10, 2007
∞ Time: 9:00 am
∞ Location: Sealy G. Mudd Bldg., Room 101

Testing for Management Assistant will occur on a first-come, first-served basis and will not require an RSVP. All those participating in the exam will be required to submit a completed Short-Form Application; extra Applications will be available at the test site. All candidates will be fingerprinted and must show identification, such as a California driver’s license, prior to taking the test. A second form of identification will also be required to verify enrollment at USC; acceptable forms of identification include: USC student ID card, USC Alumni Association ID, original USC degree, and USC student transcripts.

All qualified candidates are encouraged to attend. This includes all USC graduating Seniors and Alumni. This informational flyer and the accompanying Short-Form Application may be photocopied and distributed to other qualified candidates.

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SELECTION PROCESS

Examination Weights: 
Interview . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 100%
Multiple Choice Written Test. . . . . . . . . . . . . . . . . . . Qualifying

The qualifying multiple-choice written test is designed to assess quantitative and verbal reasoning, analytical ability, and reading comprehension; and other necessary knowledge and abilities.

At the time of the qualifying written test, candidates will also be required to prepare a response to an advisory writing exercise related to the duties and responsibilities of a Management Assistant. This material will not be separately scored, but will be presented to the interview board for evaluation of the candidate’s written communication skills and for consideration in the overall evaluation of the candidate’s qualifications.

Candidates receiving a passing score on the qualifying written test will be scheduled for an interview to be held at a later date.

The examination score will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview emphasis will be placed on the adequacy of your education, training and professional development, activities demonstrating leadership and initiative, the ability to interact tactfully and effectively with others; make presentations to groups; work independently; prepare written material that is clear, concise, well organized and understandable; knowledge of basic personal computer applications; and other necessary skills, knowledge and abilities.

Note:

You must list your email address that you will access regularly over the next six months. Candidates who pass the qualifying written test and interview will be notified of additional necessary procedures by email. All candidates are responsible for ensuring the Personnel Department has their current email address. Should your email address change, please provide your new email address to csdexams@per.lacity.org.

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Thank you for your interest in a Career with the City of Los Angeles!
“A Great Place for a Career”

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