



COUNTY OF LOS ANGELES
invites applications for the position of:

LAW CLERK (TEMPORARY)

SALARY: \$3,367.90 - \$3,367.90 Monthly
\$40,414.80 - \$40,414.80 Annually

OPENING DATE: 06/07/19

CLOSING DATE: 06/28/19 05:00 PM

POSITION/PROGRAM INFORMATION:

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE



Open Competitive Job Opportunity

EXAMINATION NUMBER
A9240D

FILING INFORMATION

The filing period will begin on **Monday, June 10, 2019** and will remain open until **Friday, June 28, 2019 at 5:00 p.m. PST.**

POSITION INFORMATION

Positions allocable to this class will be used to fill **temporary** Summer and **Post-Bar** Law Clerk positions in the Office of the District Attorney. This position assists in the preparation of a wide variety of criminal cases and conducts hearings and jury trials under the supervision of a Deputy District Attorney. These positions conduct legal research, review legal documents, and organize extensive reports and exhibits to be used in the prosecution of criminal cases.

The essential job functions of the Summer and Post-Bar Law Clerks are fundamentally equivalent. Rising second year law students (2L) or third year law students (3L) attending night school will serve as Summer Law Clerks (LC), and rising 3L or fourth year law students (4L) attending night school will serve as Post-Bar LCs in the Fall. Summer LCs are distinguished from Post-Bar LCs by the work expectations related to job performance, knowledge, education, and level of supervision.

Summer LCs are expected to have limited knowledge, expertise, and skill; require close supervision and thorough review of their work; and receive an abbreviated training in basic office functions. Post-Bar LCs are expected to perform with a higher-level of knowledge and skill; and require minimal supervision, continued training, and general review of their work. The Post-Bar LC positions provide persons who graduated from law school and are candidates for admission to the State Bar of California, work experience in a legal environment where they gain skills in the practical application of law under the guidance of an Attorney. This practical experience prepares potential candidates for positions of Attorney within the County of Los Angeles.

ESSENTIAL JOB FUNCTIONS:

- Prepares and conducts preliminary hearings and less complex jury trials, including preparing and arguing related legal motions.
- Conducts legal research to prepare written reports and assist in drafting various legal documents (e.g., opinions, pleadings, briefs, and points and authorities).
- Prepares and organizes extensive legal discovery, evidence, and exhibits to be presented at trials, preliminary hearings, or law and motion hearings.
- Reads, understands, and analyzes legal documents (e.g., courtroom transcripts, pleadings, police reports, expert witness reports, statutory and non-statutory legal motions, affidavits, arrest and search warrants, court orders, statutes, appellate case law, and jury instructions) related to criminal prosecution.
- Communicates with witnesses, defendants, law enforcement, investigators, attorneys, and other interested parties regarding cases. Instructs witnesses on courtroom procedures and appropriate protocol.
- Prepares computer-based presentations for use by the prosecution in court proceedings.
- Transcribes digital recordings such as CDs, tapes, etc.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Current enrollment and successful completion of one full year in an approved* or accredited** law school **-OR-** Current enrollment in a law school and successful completion of the State Bar of California First Year Law Student's Examination **-AND-** be eligible*** for certification through the California State Bar Practical Training of Law Students (PTLS) program at the time of appointment.

LICENSE REQUIREMENT

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

ACCREDITATION INFORMATION

*An approved law school is defined as a law school approved by the American Bar Association.

**Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

- Applicants must attach transcripts (original or photocopy) showing proof of current enrollment, and indicating grade level **AND** completion of or enrollment in Evidence and Civil Procedure courses to their application at the time of filing or within 15 calendar days from the filing date.
- Applicants enrolled in a non-approved law school must attach proof of successful completion of the State Bar of California -- First Year Law Student's Examination to their application at the time of filing or within 15 calendar days from the filing date.

***To be eligible for California State Bar certification, applicants must:

- Be a current law student enrolled in their second, third, or fourth year of law school, **and**
- Either successfully completed or be currently enrolled in Evidence and Civil Procedure courses, **and**
- Register as a law student with the State Bar, which requires a fee of \$119.

Additional information on the PTLS program can be found at

<http://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>.

ADDITIONAL INFORMATION:**EXAMINATION INFORMATION**

This examination will consist of an evaluation of Training and Experience (T&E) weighted 100%.

The T&E will comprise of an evaluation of the candidates' education and training based on information provided on the Los Angeles County Online Employment Application form, transcript indicating current grade level and completion of, or enrollment in, an Evidence and a Civil Procedure course, Supplemental Questionnaire, and other **required** supporting documents submitted at the time of filing or within 15 calendar days from the filing date.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible list.

As part of this application process, applicants are required to complete a typed, one-page personal essay of no more than 250 words. The essay should explain why you are interested in becoming a prosecutor for the Los Angeles County District Attorney's Office.

Additionally, applicants must submit the following documents as a part of the T&E evaluation:

- Resume or Curriculum Vitae (CV); and
- Transcripts indicating current grade level **and** completion of, or enrollment in, **an Evidence and a Civil Procedure course**; and
- Two (2) letters of recommendation; and
- Copy of a valid government issued photo identification (e.g., Driver License or passport).

Applicants who do not submit a typed, one-page, 250-word maximum personal statement, a resume (or CV), transcripts, two letters of recommendation, and a copy of a government issued identification will be disqualified.

Candidates who are offered a position as a Law Clerk in the Office of the District Attorney, must maintain eligibility to negotiate and appear on behalf of a client in the limited circumstances permitted by Rule of Court 9.42, as a Certified Law Clerk by the California State Bar.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in Band order, based on their score, for a period of six (6) months following the date of promulgation.

No person may compete in this examination more than once every six (6) months.

SPECIAL INFORMATION**QUALIFYING BACKGROUND CHECK**

Before a final appointment is made to this position, you will be required to complete and pass a thorough background investigation including a Livescan.

Examples of disqualifying factors are:

- Any criminal charges or convictions
- Job related misdemeanor convictions
- Certain serious traffic convictions or patterns of traffic violations such as three (3) moving violations in one year; failure to appear; at-fault accidents; applicant placed on a three (3) year probation
- Poor credit history
- Poor employment history
- Substance abuse
- Driving under the influence

LOCATION AND SHIFT

Appointees may be required to work in any area of Los Angeles County and in any shift including evenings, nights, and weekends.

VACANCY INFORMATION

The resulting certification list for this examination will be used for **temporary employment only** within the Office of the District Attorney.

APPLICATION AND FILING INFORMATION

Applications must be filed **online only**, and must be submitted by 5:00 p.m. PST, on the last day of filing. Applications will not be accepted by mail, fax, or in-person. If you are unable to attach documents (if any), you may submit them via email to exams@da.lacounty.gov or fax to (213) 633-0904, within 15 calendar days from the last day of filing. In the subject line of your email or fax cover sheet, you must include your name and the exam title.

Invitation letters to the interview will be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add exams@da.lacounty.gov and ctavera@da.lacounty.gov to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

To apply online, click on the green "Apply" tab for this examination. You can also track the status of your application using this website.

Information presented on employment applications, resumes, and during the examination process is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Resumes may be attached but will not be accepted in lieu of including information describing your assigned duties in the job application.

For each job held, give the name and address of your employer, job title, beginning and ending dates, number of hours worked per week, and a detailed description of work performed. **If your application is incomplete, it will be rejected.**

IMPORTANT NOTES:

SOCIAL SECURITY NUMBER: Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

Available Shift: Any

Available Area: Any

Department Contact Name: Chanel Tavera

Department Contact Phone: (213) 257-2700

Department Contact Email: exams@da.lacounty.gov

ADA Coordinator Phone: (213) 257-2700

California Relay Services Phone: (800) 735-2922

Teletype Phone: (800) 735-2929

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA)

The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Background Check: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information and provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry; physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

Revised February 2019

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #A9240D
LAW CLERK (TEMPORARY)
CT

Los Angeles, CA 90010

LAW CLERK (TEMPORARY) Supplemental Questionnaire

- * 1. Do you acknowledge that you may be required to work in **ANY** area of Los Angeles County?
- Yes No
- * 2. As stated in the job bulletin, you must upload a one-page **personal statement**, of no more than 250 words, explaining why you are interested in becoming a prosecutor for the Los Angeles County Office of the District Attorney.
- Have you uploaded your one-page personal statement? (Note: You may save and return to the "Attachments" tab to upload the required document and return to this section to complete the Supplemental Questionnaire).
- Yes No
- * 3. As stated in the job bulletin, you must upload a current **resume or CV**.
- Have you uploaded your current resume or CV? (Note: You may save and return to the "Attachments" tab to upload the required document and return to this section to complete the Supplemental Questionnaire).
- Yes No
- * 4. As stated in the job bulletin, you must upload a copy of your **current transcript (official or unofficial)** which indicates your current grade level and completion of, or enrollment in, an Evidence and a Civil Procedure course.
- Have you uploaded a legible copy of your transcript? (Note: You may save and return to the "Attachments" tab to upload the required document and return to this section to complete the Supplemental Questionnaire).
- Yes No
- * 5. As stated in the job bulletin, you must upload a copy of your **valid government issued photo identification (e.g., Driver License or passport)** to your online application.
- Have you uploaded a legible copy of your Driver License or passport? (Note: You may save and return to the "Attachments" tab to upload the required document and return to this section to complete the Supplemental Questionnaire).
- Yes No

- * 6. If you answered **"NO"** to either of the four previous questions, do you acknowledge that your application will be rejected if your personal statement, resume or CV, transcript, and valid government issued photo identification are not received **within 15 calendar days** from the filing date, by email, at exams@da.lacounty.gov, or fax, at (213) 633-0904?

- Yes
 N/A

- * 7. As stated in the job bulletin, you must submit **two (2) letters of recommendation**.

Please select the appropriate response below: (Note: You may save and return to the "Attachments" tab to upload the required document and return to this section to complete the Supplemental Questionnaire).

- I have attached the two (2) required letters of recommendation to my online application.
 I have attached one (1) letter of recommendation, and will submit another letter of recommendation (within 15 calendar days from the filing date) via email to exams@da.lacounty.gov, or fax at (213) 633-0904.
 I have not uploaded the two (2) required letters of recommendation. I will submit them (within 15 calendar days from the filing date) via email to exams@da.lacounty.gov, or fax at (213) 633-0904.

- * 8. What is name of the law school you currently attend?

- * 9. What is the current enrollment status as a student in law school?

- Full-Time
 Part-Time

- * 10. What year of law school will you enter in the Fall 2019 semester?

- 1st year (or 2nd year, part time)
 2nd year (or 3rd year, part-time)
 3rd year (or 4th year, part-time)

- * Required Question