



COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 770-2820

Posting Date: April 21, 2010

JOB TITLE	<u>LAUNDRY WORKER / NORTH COUNTY</u>
EXAM NUMBER	J6832K
FILING DATES	April 22, 2010 until needs are met
SALARY	\$1,834.55 - \$2,286.27 MONTHLY
POSITION INFORMATION	Positions allocable to this class receive administrative and technical supervision from a Senior Laundry Worker or other higher level laundry or linen supervisor. Incumbents perform a variety of the more routine laundry and linen processing duties.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none">• Loads, unloads, and transports clean and soiled laundry or linen.• Sorts laundry for flat ironers.• Directs inmates in their daily duties.• Cleans linen carts according to laundry procedures.• Stores empty linen carts in designated areas.• Assists in keeping laundry and linen records.• Sorts badly worn clothes and linen into rags, as required.• Documents their daily work progress, as required.
MINIMUM REQUIREMENTS	No training or experience is required. Physical Class: 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.
DESIRABLE QUALIFICATIONS	Credit will be given to applicants who possess <u>DESIRABLE</u> qualifications and indicate so on their employment application at the time of filing: Graduation from a high school or its equivalent, or General Educational Development (GED) Credential.* Experience in performing routine laundry work in an institutional or hospital laundry, or linen service. Special Requirement Information: Must be able to speak and write Standard English to communicate and direct inmates in their daily duties, and to document daily work progress. *To determine if the diploma is equivalent to those of U.S. high schools, foreign transcripts must be evaluated by one of the approved organizations listed on the

Sheriff's Department: Address: 101 Centre Plaza Drive, Monterey Park, CA 91754
24-Hour Job Line: (800)970-LIST; TTY Phone: (323) 260-5291

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

SPECIAL INFORMATION

State of California's Commission on Teacher Credentialing website, www.ctc.ca.gov/credentials/leaflets/cl635.pdf, the National Association of Credential Evaluation Services www.naces.org/members.htm, or the Association of International Credential Evaluators, Inc., www.aice-eval.org. These organizations are private enterprises who charge a fee for their services.

In order to receive credit, applicants must include a legible copy of their high school diploma, GED certificate, or official letter from one of the evaluating agencies recognized by the State of California's Commission on Teacher Credentialing, National Association of Credential Evaluation Services, or Association of International Credential Evaluators, Inc., **at the time of filing.**

Shift: Any Shift
APPOINTEES MAY BE REQUIRED TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

Candidates applying for this position at Pitchess Detention Center should have personal transportation due to the lack of public transportation serving this area and the location of the Laundry Services facilities (four miles from the main gate).

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING A FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

VACANCY INFORMATION

The eligible register resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Pitchess Detention Center.

EXAMINATION CONTENT

This examination will consist of an evaluation of education and experience based on application information weighted 100%.

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

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months from the date of promulgation.

No person may compete for this examination more than once every (12) twelve months.

***** IMPORTANT INFORMATION *****

APPLICATION INFORMATION

All applicants are required to submit a Standard County of Los Angeles Employment Application, which must be submitted either online, in person, or by mail beginning on **Thursday, April 22, 2010**. You have the option of filing your application either hard copy submission -OR- online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination may be completed online and submitted electronically. Applications electronically received after 4:30 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE CLICK ON THE LINK BELOW THE FILING ADDRESS.**

Applicants who apply online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 415-2580 within five (5) business days of filing online **or by 4:30 p.m., PST, on the last day of filing, whichever comes first** . Please include your Name, the Exam Number, and the Exam Title on faxed documents.

Instructions for Hard Copy Submission: A Standard County of Los Angeles Employment application for this examination will be accepted either in person or by mail on business days only, between 8:00 a.m. and 4:30 p.m., PST, at the address listed below. A Standard Los Angeles County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application **will not** be accepted. **This examination will remain open until the needs of the service are met and is subject to closure at any time.** For further information concerning this examination, please call Personnel Administration, Examinations Unit at (323) 526-5611, TTY (323) 260-5291 or (323) 267-6669.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Of particular interest will be the breadth and length of experience in the areas covered under "Desirable Qualifications." Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Sheriff's Department
University Centre Building, Professional Exams Unit
101 Centre Plaza Drive
Monterey Park, CA 91754-2169
(323) 526-5611

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1810.

**DISABILITY
ACCOMMODATIONS**

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 coordinator at (323) 526-5671.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 526-5671. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 260-5291 or (323) 267-6669 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

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.

CHILD SUPPORT COMPLIANCE

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.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- 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
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

EMPLOYMENT ELIGIBILITY INFORMATION

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.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

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. 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.