



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **DISTRICT ATTORNEY'S FIELD DEPUTY**

**SALARY:** \$5,798.82 - \$7,605.46 Monthly  
\$69,585.84 - \$91,265.52 Annually

**OPENING DATE:** 01/14/16

**CLOSING DATE:** Continuous

### **POSITION/PROGRAM INFORMATION:**



#### **Filing Dates**

Applications will be accepted starting January 20 at 8:00 A.M.

**Filing will be suspended after the first 150 applications are received or by Wednesday, January 27, 2016, at 5:00 P.M., whichever occurs first. Applications received after the first 150 will not be considered. The exam will reopen as the needs of the service require.**

#### **Exam Number**

A1819B

#### **Type of Recruitment**

Open Competitive Job Opportunity

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class report to the Assistant Chief Field Deputy or higher-level supervisor. These positions coordinate the bureau's operations internally and with other governmental agencies, organizations, media outlets, and community groups. The incumbents' primary responsibilities are to support the mission and the established goals and objectives of the District Attorney's Office through various communication vehicles and public affairs efforts. Incumbents must effectively address matters of importance to the District Attorney's Office, both internally and with members of the public and various groups.

#### **ESSENTIAL JOB FUNCTIONS:**

Conducts communication activities and other public affairs efforts (e.g., prepares content for a variety of media; designs and maintains departmental websites; facilitates public forums and training events; attends or speaks at public meetings and gatherings; and prepares, designs, and disseminates departmental printed public information materials) for the District Attorney's Office.

Conducts outreach activities through the departmental website, social media, publications, community events, training activities, and public meetings and gatherings for the District Attorney's Office.

Researches and implements projects to increase internal and external awareness of office programs, services, special events, and print and electronic publications,

Works with community groups, private sector entities, and government agencies (e.g., service organizations, media outlets, and law enforcement agencies) in connection with departmental programs throughout the county.

Attends or speaks at public meetings and gatherings as a representative of the District Attorney's Office.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS INFORMATION:**

A Bachelor's Degree from an accredited college and three (3) years of full-time paid experience involving extensive public contacts\* in connection with a wide variety\*\* of governmental or community problems and in dealing with individuals or groups representing a wide range of community interests.

### **LICENSE:**

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:**

2 - 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 REQUIREMENTS:**

\*Extensive Public Contact: paid experience working with members of the news media, government officials, graphic arts or multimedia consumers, or sales and/or marketing personnel for banquet facilities or caterers.

\*\*Wide variety of Governmental Community Problems and Interests: paid experience addressing public safety, the criminal justice system or overall quality of life, including gang violence, consumer protection, victims rights, civic responsibility, and/or environmental issues.

## **ADDITIONAL INFORMATION:**

### **This examination will consist of TWO (2) parts:**

**Part I:** Qualifying evaluation of training and experience based upon application information and supplemental questions to assess Knowledge of Public Relations and Ability to Communicate in Writing and Knowledge of Multimedia Technologies. Only applicants that achieve a passing score of 70% or higher will proceed to Part II.

**Part II:** An Interview weighted 100% to assess oral expression and comprehension, interpersonal skills, organizational ability, decision making-ability, ability to manage stress, adaptability, attention to detail, dependability, team work project management, ability to serve in a lead capacity and creativity/innovation.

Applicants must meet the selection requirements and achieve a passing score of 70% or higher on the interview in order to be added to the eligible register.

Final results will be sent by U.S. mail. Interview scores cannot be given over the phone.

Applicants may receive notice via email and are responsible for providing a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your address book to ensure the emails reach your Inbox. Scores cannot be given over the telephone.

## **ELIGIBILITY INFORMATION:**

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. 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 12 months following the date of promulgation.

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

**VACANCY INFORMATION:** The resulting eligible register for this examination will be used to fill vacancies in the District Attorney's Office.

**Available Shift:** Any

### **APPLICATION AND FILING INFORMATION**

\*In order to receive credit for any type of college degree, such as a Bachelor's, Master's, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application OR within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. All required documents must be submitted within fifteen (15) calendar days from application submission. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete. Note: If you are unable to attach required documents, you may email them to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov). Please ensure to reference your full name, the examination title and number on the subject of your email. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this website.

### **IMPORTANT NOTES:**

All information 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. Utilizing verbiage from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to meet the requirements. Doing so may result in an **INCOMPLETE** application and you may be disqualified.

**SOCIAL SECURITY NUMBER:** All applicants *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**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.

**California Relay Services Phone:** (800) 735-2922

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**Department Contact Name:** Heidi Kim

**Department Contact Phone:** (213) 738-2009

**Department Contact Email:** [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov)

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## **COUNTY OF LOS ANGELES Employment Information**

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

### **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. Your Social Security Number must be included 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.**

**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](http://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.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to

## COUNTY OF LOS ANGELES Employment Information

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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 indicated on the job posting. 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) 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 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

do so. A full disclosure of all convictions is required, when requested. 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.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHO\\_2014.pdf](http://file.lacounty.gov/dhr/CCHO_2014.pdf)

**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.

**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.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**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

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January 1, 2013 (first employed by the County on or after December 1, by an academic credential evaluation agency recognized by The National 2012) – unless she or he established reciprocity with another public Association of Credential Evaluation Services or the Association of International retirement system in which she or he was a member before January 1, 2013. Credential Evaluators, Inc. (AICE). 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #A1819B  
DISTRICT ATTORNEY'S FIELD DEPUTY  
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Los Angeles, CA 90010

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**DISTRICT ATTORNEY'S FIELD DEPUTY Supplemental Questionnaire**

- \* 1. **Field Deputy Supplemental Questionnaire** This Supplemental Questionnaire is to be completed by all applicants for the Field Deputy examination. This Supplemental Questionnaire requires you to document specific work experience that pertain to the competencies identified as important to successful performance of the job duties of a Field Deputy. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Vague, illegible, or incomplete entries will not be awarded credit. **Making false statements on this form may cause you to be disqualified from this examination.** Scoring The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Field Deputy. **Employment Experience** It is your responsibility to provide verifiable documentation **OR** contact information from any agency or organization that supports the work experience you described in this questionnaire. If you are providing verifiable documentation, the source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead. **Falsification of any information may result in disqualification or rescission of appointment. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview.** I have read and understand the above instructions.
- Yes
- \* 2. Which of the following best describes your level of education?
- High School graduate or equivalent
- Some college, training, or certificate
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate degree
- \* 3. How many years of full-time paid experience do you have involving extensive public contacts in connection with a wide variety of governmental or community problems and in dealing with individuals or groups representing a wide range of community interests?
- I do not have experience in this area
- Less than 2 years of experience
- Less than 3 years of experience
- 3 years of experience
- More than 3 years of experience

- \* 4. Please indicate how many months of verifiable experience you have conducting communication activities and other public affairs efforts by writing and preparing materials for a variety of public forums, training events, or media (newspaper articles, website content, multimedia presentations, etc.) in order to maximize program visibility and community reach. If you do not have experience in this area, enter "Not Applicable".
- \* 5. If you have experience in the area above, please indicate how often you performed the duty:
- No Experience
  - Daily/Weekly
  - Monthly
  - Yearly
6. Please provide a description of your duties that clearly demonstrates your indicated experience in question #4 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".
- \* 7. Please indicate how many months of verifiable experience you have planning and managing the design of informational and promotional materials for public distribution by reviewing, and evaluating public information materials in order to educate and inform the public about programs and services. If you do not have experience in this area, enter "Not Applicable".
- \* 8. If you have experience in the area above, please indicate how often you performed the duty:
- No Experience
  - Daily/Weekly
  - Monthly
  - Yearly
9. Please provide a description of your duties that clearly demonstrates your indicated experience in question #7(Include your job title, company, dates of employment, manager/supervisor's name and contact information). If you do not have experience in this area, please enter "No experience".
10. Please indicate how many months of verifiable experience you have developing, managing, and coordinating strategic partnerships, in connection with programs, with any of the following: community groups, private sector entities, and government agencies (e.g., service organizations, media outlets, and law enforcement agencies) If you do not have experience in this area, enter "Not Applicable".
- \* 11. If you have experience in the area above, please indicate how often you performed the duty:
- No Experience
  - Daily/Weekly
  - Monthly
  - Yearly
12. Please provide a description of your duties that clearly demonstrates your indicated experience in question #10 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".
- \* 13. Please indicate how many months of verifiable experience you have planning, managing and leveraging web-based or social media marketing and communications practices, which includes

seeking input from staff, consultants, stakeholders, and/or other departments, in order to utilize current and emerging technologies to best reach target markets. If you do not have experience in this area, enter "Not Applicable".

\* 14. If you have experience in the area above, please indicate how often you performed the duty:

- No Experience
- Daily/Weekly
- Monthly
- Yearly

15. Please provide a description of your duties that clearly demonstrates your indicated experience in question #13 (Include your job title, company, dates of employment, manager/supervisor's name and contact information) If you do not have experience in this area, please enter "No experience".

\* Required Question