



COUNTY OF LOS ANGELES
invites applications for the position of:

SOCIAL WORKER TRAINEE

SALARY: \$3,760.82 - \$5,643.28 Monthly
\$45,129.84 - \$67,719.36 Annually

OPENING DATE: 05/25/21

CLOSING DATE: 06/02/21 05:00 PM

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF PUBLIC SOCIAL SERVICES



FILING DATES:

Applications will be accepted starting Wednesday, May 26, 2021, 8:00 a.m., PT through Wednesday, June 2, 2021, 5:00 p.m., PT.

EXAM NUMBER:

49050M

TYPE OF RECRUITMENT:

Open Competitive Opportunity

APPLICANTS MUST MEET THE SELECTION REQUIREMENTS BY THE LAST DATE OF FILING

DEFINITION:

Under close supervision and in a training capacity, assists in performing social casework.

CLASSIFICATION STANDARDS:

Positions allocable to this class are entry level social workers reporting to a Social Services Supervisor, and receives training and experience to prepare them for promotion to the journey-level class of Social Worker. Incumbents of the class are provided training on the department's policies, regulations and procedures, and instructions in casework methodology. As experience is gained, incumbents are assigned caseloads with an increased level of complexity and work with a progressively increasing degree of independence.

ESSENTIAL JOB FUNCTIONS:

As a trainee, the incumbent receives information, instruction and practical experience in the following activities:

Identifies and analyzes clients' needs for service; sets priorities, explores alternatives with clients to develop plans for resolving problems.

Assists clients in carrying out problem solving activities directed toward resolving housing, money management, health care, citizenship, residence, employment and other problems of a tangible nature.

Assesses client's employment or training potential, and assists clients to overcome problems that would prevent or limit them from obtaining employment or participating in training programs.

Evaluates the needs of aged, blind and disabled clients and helps them use In-Home Supportive Services so they may remain safely in, or return to, their own homes and help maintain and strengthen their capabilities for self-care.

Provides information to clients about resources within the department and in the community; assists clients in selecting appropriate resources, contacting agencies, and in utilizing these resources.

Investigates situations involving adults reported to be endangered by abuse, neglect, exploitation or unsafe or hazardous living conditions, takes appropriate action and/or reports to appropriate agency to eliminate or reduce the possibility of endangerment.

Initiates requests for assistance from the appropriate legal authority to gain access to the client or obtain protection for clients in violent situations.

Acts as an advocate on behalf of the clients in situations where the clients are unable to act on their own, and when appropriate, refers clients for conservatorship.

Assists clients and their relatives in locating alternative living arrangements such as nursing homes, intermediate care facilities or board and care homes when in-home supportive services are not appropriate.

Takes appropriate action on referrals from public and private agencies and other jurisdictions.

Makes home visits as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

A Bachelor's degree* in any related Behavioral or Social Science** field from an accredited college or university.

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:

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:

*You MUST include **one** of the following: a legible copy of the official diploma, official transcripts, official letter, evaluation report of a transcript or certificate of completion with your application or within ten (10) calendar days from application submission. Official transcript and official letter are defined as transcript or letter that bears the college seal and states "official and/or copy" issued by the schools Registrar Office. A printout of the transcript from the school's website is NOT considered official and will not be accepted which may result in your application being rejected. An evaluation report of a transcript is defined as a report issued by an academic credential

evaluation agency recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE) of the United States. A transcript submitted that is expressed in a language other than English will NOT be accepted and may result in your application being rejected.

****Behavioral and Social Science related fields are, but are not limited to the following:** Actuarial Science, Anthropology, Behavioral Finance, Child Development, Classical Studies, Cognitive Theory, Criminal Justice, Cultural Studies, Deaf Studies, Economics, Education, Environmental Studies, Ethology, Film, Fine Arts, all Foreign Languages, Gender Studies, Gerontology, History, Humanities, Human Services, International Relations, Linguistics, Literature, Management Science, Organizational Behavior, Philosophy, Political Science, Pre-Law, Psychobiology, Psychology, Public Administration, Rehabilitation Services, Sexuality Studies, Social Neuroscience, Social Psychology, Social Work Communications, Sociology, Urban Studies, and Women's Studies, etc

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two (2) parts:

Part 1: A multiple choice test weighted 70% covering the following:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Deciding and Initiating Action
- Delivering Results and Meeting Customer Expectations
- Persuading and Influencing
- Planning and Organizing
- Working with People

Only those candidates who achieve a passing score of 70% or higher on Part 1 will proceed to Part 2 of this examination.

Part 2: A Structured Video Interview weighted 30% covering the following dimensions:

- Oral Communication
- Fact Finding and Data Analysis
- Decision Making
- Adaptability/Flexibility
- Interpersonal Skills

Candidates must meet the Selection Requirements and achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add AlexanderJavaherdashti@dpss.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com, donot-reply@amcatmail.com and the domains dpss.lacounty.gov, hr.lacounty.gov and governmentjobs.com to your list of approved email senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or re-scheduling of a test component.

Notice of Non-acceptance and Final Result letters will be sent via E-mail or USPS, depending on your chosen method of contact in the supplemental questionnaire. Test scores cannot be given over the phone.

Standardized and multiple-choice tests are not reviewable by candidates per Civil Service Rule 7.19

TRANSFER OF SCORES:

Applicants who have taken identical test part(s) for this or any other exams within the last twelve (12) months will have their test responses for the identical test part(s) automatically transferred to this examination. This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your test responses may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least twelve (12) months. Depending on the new examination content, your transferred test responses may not result in the same score.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

- 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/>. Please click on "Find a Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section.
- Additional practice tests are available at <https://www.shldirect.com/en/practice-tests>.

ELIGIBILITY INFORMATION:

Candidates receiving a passing score in the examination will be placed on a list of eligible in order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION:

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**

SELECTIVE CERTIFICATION LISTS:

Selective certification lists may be prepared for the following language specialties: AMESLAN, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Lao, Mandarin, Russian, Spanish, Tagalog, and Vietnamese. The Department may also prepare selective certification lists by service areas.

Candidates who wish to have their names placed on a selective language certification list must indicate their foreign language on the application and pass a qualifying language proficiency test on their ability to speak, read, and write English and the specialty language.

VACANCY INFORMATION:

The resulting eligible list will be used to fill vacancies in the Department of Public Social Services offices located throughout Los Angeles County.

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only. We must receive your application by 5:00 p.m., PT, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Plan to submit your online application well in advance to ensure you have sufficient time to verify your email address. You may be required to verify your email address before the application can be submitted by entering a six-digit code sent to your email address. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using the website <https://www.governmentjobs.com/careers/lacounty>.

Applicants must submit all applicable documents (diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible. Although resumes can be uploaded as attachments to the application, resumes cannot be accepted in lieu of completing the online application.

Documents not submitted with the application may be emailed to ExamsUnit@dpss.lacounty.gov but must be received within ten (10) calendar days of filing. All emails must clearly identify the applicant's name and the subject line must include the exam name **Social Worker Trainee** and exam number **49050M**.

Acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Fill out the online application completely and correctly in order to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, and description of work performed. Utilizing verbiage from the Class Specification and/or Selection Requirements will not be sufficient to demonstrate that you meet the requirements. Doing so may result in an incomplete application and disqualification. All information supplied is subject to verification. APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS. Falsification of any information may result in disqualification or rescission of appointment.

**PLEASE REVIEW YOUR APPLICATION CAREFULLY AND COMPLETELY PRIOR TO
CLICKING THE "SUBMIT" BUTTON**

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:

Some LA County public libraries have reopened with limited access hours and may require prior reservation to use their computers. This information can be located at <https://lacountylibrary.org/reopening>.

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 or friend's user ID and password may erase a candidate's original application record and is subject to disqualification for this examination.

Questions regarding this posting may be emailed with the exam name **Social Worker Trainee** and exam number **49050M** in the subject line to ExamsUnit@dpss.lacounty.gov.

Americans with Disabilities Act (ADA) Coordinator email: adarequests@hr.lacounty.gov for computer-based assessment and LassandraHill@dpss.lacounty.gov or (562) 551-3384 for structured video interview.

Teletype Phone: (800) 897-0077
California Relay Services Phone: (800) 735-2922

Department Contact Name: Alex Javaherdashti and Debbie Island
Department Contact Phone: (562) 566-7537 and (562) 566-7541
Department Contact Email: ExamsUnit@dpss.lacounty.gov

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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. List each payroll title separately 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 credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

- a. Your application will only be accepted if it clearly shows you meet the 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. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

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

7. 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.

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

4. Change of Name or Address:

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

5. Promotional Examinations:

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. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

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; -

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.

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.

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

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Any language contained in the job posting 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. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

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

supersedes any language contained below 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. 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.

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

COUNTY OF LOS ANGELES Employment Information

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

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.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

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

supersedes any language contained below reasonable accommodation requests whenever possible.

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.

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County will comply with all of its obligations
under State and Federal laws regarding the
provision of reasonable accommodations to
applicants.

Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #49050M
SOCIAL WORKER TRAINEE
AJ

Los Angeles, CA 90010

SOCIAL WORKER TRAINEE Supplemental Questionnaire

1. The response you provide on **supplemental question 1** is **VOLUNTARY**. The information provided will have **NO IMPACT** on your application, nor will it be used to determine your eligibility to participate in this or any future examination. This information will be used by the County for statistical purposes to enhance its homeless service programs.

Have you experienced any of the following homelessness or insecure housing situation(s) within the last two (2) years? (Check all that apply)

- Lived in a car
- Lived in a park
- Stayed in a makeshift structure on the street or sidewalk
- Stayed in an abandoned building
- Stayed in camp ground
- Resided in an emergency shelter
- Stayed in a hotel or motel
- Stayed with friends or family members
- Other
- No, I have not experienced homelessness or insecure housing situation.

- * 2. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add AlexanderJavaherdashti@dpss.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com, donot-reply@amcatmail.com and the domains dpss.lacounty.gov, and hr.lacounty.gov to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

- I acknowledge that I have read and understood the above instructions.

- * 3. You may elect to receive **application status and final test results notifications**

via email OR via USPS mail. Please note that USPS mail may take up to 14 business days for delivery. All other notifications, such as test invitation and other applicable special information, are communicated exclusively via email. How would you like to receive **application status and final test results notifications**?

- Email
- USPS

* 4. Did you attach all applicable documents (a copy of your official diploma, official transcripts, official letter, evaluation report of a transcript, certification of completion, etc.)?

- Yes, I have attached all necessary documents.
- No, it is not applicable.
- I will email the documents within ten (10) calendar days to Examsunit@dpss.lacounty.gov.

* 5. Selective certification lists may be prepared for the following language specialties: AMESLAN, Arabic, Armenian, Cambodian, Cantonese, Farsi, Korean, Lao, Mandarin, Russian, Spanish, Tagalog, and Vietnamese. Candidates who wish to have their names placed on a selective language certification list must indicate their foreign language by responding to **supplemental questions 6 through 10**, and pass a qualifying language proficiency test on their ability to speak, read, and write English and the specialty language.

- I acknowledge that I have read and understood the above instructions.

* 6. Do you know American Sign Language?

- Yes No

* 7. Are you proficient in READING any of the following languages?

- Arabic
- Armenian
- Cambodian
- Cantonese
- Farsi
- Korean
- Lao
- Mandarin
- Russian
- Spanish
- Tagalog
- Vietnamese
- I am not proficient in READING any of the above languages.

* 8. Are you proficient in WRITING any of the following languages?

- Arabic
- Armenian
- Cambodian
- Cantonese
- Farsi
- Korean
- Lao
- Mandarin
- Russian
- Spanish
- Tagalog
- Vietnamese
- I am not proficient in WRITING any of the above languages.

* 9. Are you proficient in SPEAKING any of the following languages?

- Arabic
- Armenian
- Cambodian
- Cantonese
- Farsi
- Korean
- Lao
- Mandarin
- Russian
- Spanish
- Tagalog
- Vietnamese
- I am not proficient in SPEAKING any of the above languages.

* 10. Do you have a Language Proficiency Certificate issued by the County of Los Angeles, that indicates that you are proficient in READING, WRITING, and SPEAKING another language? (If yes, a copy must be attached to this application.)

- Yes, I attached a copy.
- No, I do not have a language proficiency card.
- I will email the document within ten (10) calendar days to Examsunit@dpss.lacounty.gov.

* Required Question