SEASONAL PART-TIME JOB ANNOUNCEMENT

SWIMMING POOL CLERK I
(Code No. 1131-1)

THIS EXAMINATION IS GIVEN TO FILL SUMMER 2017 SWIMMING POOL POSITIONS ONLY

SALARY: $15.29/hour (The salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

DUTIES: Supervision of locker room attendants, greet the public, receive payments and fees and admit patrons; bank money daily, answer the phone in a courteous and professional manner; secure patrons’ valuables, and maintain daily records of attendance, cash receipts and class registrations. Basic computer skills are required.

Swimming Pool Clerk must be available for the following work schedules:
A. Monday through Friday - 6 to 8 hours per day
B. Saturday and Sunday - 4 to 6 hours per day

REQUIREMENTS:
1) AGE: 18 years of age by May 28, 2017
2) TRANSPORTATION: Must have daily access to an automobile.
3) HEALTH: A negative tuberculosis skin test provided by Medical Services Division is required prior to selection and appointment.
4) CERTIFICATION: Candidate must maintain a valid California Driver’s License throughout course of employment. Driver’s License must be presented at the time of test to be admitted.

APPLICATION INFORMATION:
Please contact the Citywide Aquatics Office at (323) 906-7953 to reserve a space for the Pool Clerk written test. The test will not be administered to candidates that fail to reserve a space. Reservations will be accepted Monday, February 27 through Friday, March 03, 2017 between 10:00 a.m. and 5:00 p.m.

TESTING CRITERIA:
1. Applicant math test (25) points possible. A minimum of 18 points must be scored to qualify for the interview.
2. Applicant interview (75) points possible.
3. Applicant must score a combined Math & Interview total score of 75 points to be eligible for hire.
4. Promotional candidates will receive an additional 10 points to their final score.

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JOB PLACEMENT:

1. A Pool Clerk **must** be available to work a full work shift for the entire summer season and attend all paid in-service trainings.
2. Placement will be based on final score, area selected, and availability.
3. Pool Clerks that have a final score of 75 and above will be invited via mail to attend the Pool Clerk trainings on May 1 and 8, 2017, 5:00 – 9:00 p.m. at Friendship Auditorium, 3201 Riverside Drive, Los Angeles, CA 90027.

**PLEASE NOTE:** Examination process will take approximately 3 - 4 hours to complete.

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**SWIMMING POOL CLERK I EXAMINATION**

**TEST & INTERVIEW**

Sunday, March 12, 2017

at

9:00 a.m.

at

JOHN C. ARGUE SWIM STADIUM

3980 S. Bill Robertson Ln.

Los Angeles, CA 90037

(323) 906-7953

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**FOR MORE INFORMATION CALL OR EMAIL CITYWIDE AQUATICS**

(323) 906–7953 citywide.aquatics@lacity.org

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**DEPARTMENT OF HOMELAND SECURITY:** All new City employees must show satisfactory proof of identity and legal right to work in the United States.

   **A.** Document that shows identity only: Valid California Drivers’ License;

   **B.** Documents that show employment eligibility only: Social Security card, original copy of U.S. birth certificate by a government agency with a seal.

All names and initials must match exactly when presenting one document from Category A and Category B. This includes, but is not limited to: spelling, titles, initials and surnames. Documents with missing information will not be accepted. All documents must be on hand at the test location or submitted to the office immediately following the test.

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.

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(Rev. 11/2016)