

Bulletin Number	14678BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PROCUREMENT ASSISTANT I
Exam Number	R2344F
Filing Type	Open Continuous
Filing Start Date	01/15/2013
Salary Type	Monthly
Salary Minimum	2976.73
Salary Maximum	3891.09
Benefits Information	<p>Represented Employees</p> <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>Performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department. Positions allocable to this journey-level class typically report to a higher level procurement supervisor and independently perform a full range of functions including the procurement of a variety of complex and technical supply and equipment items which involve research of vendor catalogs, making arrangements for comparative testing and evaluation of competitive products, and substantial participation in the development of tentative specifications for a variety of nonstandard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units. Positions allocable to Procurement Assistant I must have the ability to access and retrieve information using a video display terminal, utilize common word processing, procurement, and warehousing programs and have the ability to communicate with vendors and others on product technical specifications and other factors. These positions must have effective verbal and written communication and basic keyboarding skills.</p>

Essential Job Functions

- Reviews requisitions for supplies, querying operating units regarding necessity for quantities requested.
- Canvasses vendors to locate items which are out of production or are in short supply, obtaining prices, discounts, and delivery dates using automated resources such as personal computers and the internet.
- Arranges for demonstrations of equipment and supply items by vendors to ensure product effectiveness and suitability for intended purposes.
- Participates in the writing of product specifications.
- Reviews reports of goods received and inspects merchandise to verify conformance to purchase order specifications.
- Arranges for and coordinates the testing of competitive products by operating units and prepares reports of findings on comparative costs, relative efficiency, labor savings, etc.
- Ensures compliance with established County and departmental purchasing policies and procedures.
- Supervises the clerical processing of supply documents, following up on delays, and the maintenance of related records and controls throughout the acquisition process.
- Supervises follow-up activities and the expedition of orders for stock and non-stock items in the central purchasing agency.
- Conducts consumption studies and prepares reports on current and contemplated usage of items and observations of operating units.
- Conducts periodic review of various commodity classifications in connection with the maintenance of the department catalog, item utilization and standardization including the addition or deletion of items in accordance with past or contemplated usage by the operating departments, the classification of items, and the writing or revision of descriptions in a standardized format.
- Recommends the addition or deletion of brands of items when products do or do not meet item standards.

- Evaluates equipment for continued use or replacement.
- Prepares letters to justify reasons for acceptance of other than the lowest bid.

Requirements

SELECTION REQUIREMENTS:

One year of experience in procurement, storekeeping, or related work at the level of Los Angeles County's class of Procurement Aid* or Warehouse Worker I**.

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.

License(s) Required

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.

Special Requirement Information

*Procurement Aid prepares various procurement documents and maintains related clerical records and controls.

**Warehouse Worker I performs a full-range of journey-level duties in operation of a warehouse.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification register until the required experience is fully met.

Verification of Experience: Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION**.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering:

- Written Expression
- Reading Comprehension
- Data Analysis and Decision Making
- Office Practices and Procedures
- Customer Service
- Achievement and Orientation
- Dependability
- Customer Service Potential
- Customer Focus
- Conscientiousness, and
- Retention

The written test is tentatively scheduled to be administered starting February 6.

NOTE: Applicants that have taken identical written tests for other exams (e.g., Clerical Series, Exam No. 221; Forensic Attendant, Exam No. 237; Head Clerk, Exam No. 181; Intermediate Supervising Clerk, Exam No. 157; Payroll Clerk I, Exam No. R1331E; Payroll Clerk II, Exam No. R1334E; Secretary I, Exam No. R2094E; Secretary II, Exam No. R2095F; Secretary III, Exam No. R2096E; Secretary IV, Exam No. R2097E; Secretary V, Exam No. R2098F; Senior Clerical Series, Exam No. 123; Senior Secretary I, Exam No. R2100B; Senior Secretary II, Exam No. R2101F; or Senior Secretary III, Exam No. R2102K) within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Procurement Aid, Exam Number R2343H; Procurement Assistant II, Exam Number R2346G; Warehouse Worker Aid, Exam Number R2329J; Warehouse Worker I, Exam Number R2331J; and Warehouse Worker II, Exam Number R2332F; will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

Applicants must meet the Selection Requirements and receive a passing score of 70% or higher on the examination in order to be placed on the Eligible Register.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN 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>
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

Eligibility Information

Applications will be processed on an "as-received" basis and those earning a passing score will be 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.

Available Shift

Day

Job Opportunity Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Application and Filing
Information

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads " APPLY TO JOB ". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

The acceptance of your application depends on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If credit is given for a degree, copy of degree/diploma must be uploaded or faxed.

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 (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

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 in 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 or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

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.

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 make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical

Job Type

Administrative Support

DHR Department of Human Resources

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Health Safety

Technology

Executive Positions
&
Special Recruitments



A Message from Lisa M. Garrett

Click here to view a video message from Lisa Garrett Director of Personnel Services



About the Department of Human Resources

Find out about the different services offered by the Department of Human Resources



DHR Really Simple Syndication Feeds

DHR now offers Really Simple Syndication (RSS) feeds to get immediate job openings in the County of Los Angeles. For more information and to subscribe to an RSS feed, please click on the RSS icon.



Enriching Lives...

Do You Need Help?

211 LA CountyLA CountyHelps
Public Alerts

Most Requested Services

- County DepartmentsCounty Home
- Please take our survey
- Jobs coming soon
- Class and Salary (Alphabetical)
- Class and Salary (Item)
- Class SpecificationsCounty Digest
- HR News Feed

Popular Resources

- International Public Management Association
- Society for Human Resource Management
- California State Website
- Living Wage Compliance
- WorkSource California



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> Practice tests

Ability tests are proven methods for assessing critical qualities for job success such as solving problems, communicating effectively as well as innovation and creativity. It's for these reasons that employers use such tests widely.

You may be asked to complete many types of tests as part of the selection process, or for development within the workplace. Familiarisation with the types of questions and timing of the tests will help you feel more relaxed in the real test situation, and give you a better opportunity to show your true ability. The practice tests below do not attempt to provide you with an exact like-for-like experience of the system you may be asked to use to complete your tests. Instead, these tests provide a similar testing experience in terms of the question types, formats and difficulty of the tests you will be asked to complete. When you login to the assessment system for the real test, you will be given the opportunity to complete another short practice test which does provide you with a chance to familiarise yourself with the look and feel, and function of the assessment system, and we highly recommend you take this opportunity. Below are examples of the types of tests and/or questionnaires you may be asked to complete.

To help prepare you for an upcoming assessment why not take a full-length practice test?

 [Verbal Reasoning Test](#)

 [Numerical Reasoning Test](#)

 [Inductive Reasoning Test](#)

 **New!** [General Ability Test – Including Numerical and Deductive Reasoning](#)
Trial this test to enter a prize draw for a chance to win an Amazon gift card worth 100 GBP!

 **New!** [Situational Judgement Test](#)
Trial this test to enter a prize draw for a chance to win an Amazon gift card worth 100 GBP!

 **New!** [Life Experience Inventory](#)
 Want to understand how your experience makes you suited for different jobs? **Try taking a life experience inventory and be entered in our prize draw for your chance to win an Amazon gift card worth 100 GBP!**

 [Retail Assessment \(available in German or Swedish only\)](#)

 [Motivation Questionnaire](#)

 [Reading Comprehension Test](#)

 [Personality Questionnaire](#)
Trial this test to enter a prize draw for a chance to win a Shopping Voucher!

 **New!** [IT Knowledge Tests](#)

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