#### COURT RECORDS SYSTEM CLERK I, SHERIFF

Sheriff's Department
University Centre Building, Professional Examinations Unit
101 Centre Plaza Drive
Monterey Park, CA 91754
(323) 526-5611
http://easier.co.lu.ca.uv/jobs/cfscripts/Careerupp.cfm7ExamNo=J2238C&Bulletin=7702781

# SALARY: \$2,511.00 - \$3,370.64 MONTHLY EXAM NUMBER: J2238C POSITION INFORMATION:

Positions allocable to this class perform a wide range of specialized clerical work and data entry functions with close supervision in a large law enforcement Legal Records Processing Unit.

#### ESSENTIAL JOB FUNCTIONS:

Conducts data entry of small claims filed with Superior Court.

Researches and extracts technical data, and explanations of laws, policies and procedures.

Collects payment of variable fees.

Provides customer service (answer questions, and/or concerns) in person at the counter or over the phone.

Reviews documents for completeness, accuracy and compliance with legal and other requirements.

Searches records and files for data where judgment and discrimination are required in selecting, or abstracting materials.

Opens, sorts, initials, time stamps, routes, and/or rejects (if necessary) incoming mail. SELECTION REOUREMENTS:

OPTION I: Two years' paid specialized office clerical experience in County service at the level of County of Los Angeles class of Intermediate Clerk/Intermediate Typost Clerk.\*

OPTION II: Three years' paid office clerical experience outside County service.

OPTION III: A Centificate\*\* or Associate of Arts Degree\*\* in Clerical Procedures or Office Administration from an accredited\*\*\* college.

TYPEWRITING SKILL: Ability to type at the rate of 40 net woods per minute.

# **Records System Clerk Practice Test La County**

**LL Leslie** 

**Records System Clerk Practice Test La County:** 

Embracing the Tune of Expression: An Psychological Symphony within Records System Clerk Practice Test La County

In some sort of consumed by screens and the ceaseless chatter of instantaneous connection, the melodic splendor and emotional symphony created by the written term frequently disappear into the back ground, eclipsed by the relentless sound and interruptions that permeate our lives. However, located within the pages of **Records System Clerk Practice Test La County** a wonderful literary prize overflowing with natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, this charming masterpiece conducts readers on a mental trip, skillfully unraveling the hidden songs and profound impact resonating within each cautiously constructed phrase. Within the depths of the moving assessment, we shall examine the book is main harmonies, analyze its enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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web regarding student name and vacation dates this letter is to inform you that our child student will be absent from school during the following dates xxxxx we would like to request that his her absences be counted as excused please save all class

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