



# CITY OF INGLEWOOD



*Human Resources Department*  
Announces a Career Opportunity for:

## HOUSING ASSISTANT

HOURLY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
SALARY	\$12.58	\$13.22	\$13.89	\$14.60	\$15.35	\$16.13	\$16.95	\$17.92

*Employees earn a 5% salary step increase annually after serving a 12 month probationary period until the maximum salary is reached.*

### JOB SUMMARY

Under close supervision assists Housing Program staff with Section 8 Housing caseloads, payments, waiting lists and various clerical functions, such as scheduling re-certification appointments and inspections; maintain and organize filing system and file inventory; create new participant files; print and copy letters, memos, documents and reports; verify and correct program participant mailing and contact information; type and mail various correspondences, documents and reports; answer telephones and direct calls to appropriate staff; explain housing rules and regulations; and perform other job related duties as assigned.

### MINIMUM QUALIFICATIONS

A high school diploma or equivalent **and** two years experience in housing programs and/or fast paced office environment **or** an equivalent combination of education and experience.

The ideal candidate will have knowledge of housing standards, regulations and guidelines; housing program principles and best practices, file and record management; customer service techniques and concepts. Candidates must be able to follow oral and written instructions in English; skilled in establishing and maintaining positive and productive working relationships with both internal and external customers; and be able to proficiently operate a personal computer using MS Office software.

### TO APPLY

Interested parties must complete an official City application detailing qualifying experience and submit your application materials by **Thursday, October 11, 2012 @ 5:00 P.M.** Resumes are accepted but not in lieu of any part of the official City application and/or requested supplemental information. The Eligibility List created from this recruitment shall be used to fill full-time and part-time positions in this job classification.

### SELECTION PROCESS

Depending on the number of qualified applications received, the selection process may consist of a one or more of the following: A qualifications/application review, written exercise, a multiple choice written exam, performance exam and/or a technical interview.

Candidates must earn a final score of seventy percent (70%) in the testing process to have his/her name placed on an eligibility list. Final scores of successful candidates will be placed in ranked order on an Eligibility List for this job classification.

Hiring departments will receive the application materials submitted of the top three ranks of the Eligibility List for a selection interview. Those who are not selected for the current vacancy shall have their names return to the list for future opportunities the job classification for a period of one year or until the list expires and/or is exhausted with less than three ranks.

OPENS: 09/24/2012

EPN: 39-2012

**Applications** will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

#### TYPES OF RECRUITING EXAMS

**"OPEN"** examination is a competitive examination open to all interested and qualified applicants.

**"PROMOTIONAL ONLY"** examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

**"OPEN AND PROMOTIONAL"** examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

The exam types will be dependent upon the number of qualified applications received for the current recruitment process.

The selection process may include one or more of the following test parts: (1) Multiple Choice Written Test; (2) Written Exercise; (3) Performance; (4) Assessment Center, or (5) Oral examination. All exams are job-related. **In some instances, evaluation of application materials will be scored and considered as part of the examination process.**

#### ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order of final scores.

In some cases, Civil Service Rule IV Section (d) New names may be added to an eligible list from time to time up on the obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the first three rankings on the eligibility list who are ready and willing to accept a position. The manager of the hiring department shall interview the top three ranks for fit into there operation. Eligible candidates who are not selected will be returned to the eligibility list for future consideration with other departments within the City

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining.

All newly hired employees serve a probationary period of one-year, considered to be at will employees, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: <http://www.cityofinglewood.org>

***The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.***

#### EMPLOYMENT/BENEFITS

Benefits include 108 hours annually of sick leave, vacation, 14-holidays, 2.5 @55 CAL PERS Retirement Formula, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2012. During the furlough program, employees are paid for 72 hours per pay period versus 80 hours in a two week pay period scale.

