



POSITION TITLE:	FACILITIES SERVICES ASSISTANT
SALARY:	\$4,465.27 - \$5,547.18 Monthly \$53,583.24 - \$66,566.16 Annually
WORK LOCATION:	Various locations throughout Los Angeles County
OPENING DATE:	07/09/2021
CLOSING DATE:	08/06/2021 at 11:59 pm (PST)
EXAM NUMBER:	R9683E
TYPE OF RECRUITMENT:	Open Competitive Job Opportunity

Essential Employees in Public Service

Continuation of court operations is considered essential for our constitutional form of government for providing due process and protecting the public. All Court employees are considered essential employees because they are needed to deliver the statutorily mandated, time-sensitive and emergency services in times of local, state and national emergencies.

ABOUT THE COURT

Los Angeles Superior Court is the largest unified trial court in the United States. Its 580 judges and commissioners work in one of the 40 facilities within the Court's 12 judicial districts and are supported by more than 4,500 full-time Court employees. The Court has an annual budget of more than \$855 million. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties, covering 4,084 square miles and, with over 10,400,000 residents, is also one of its most populous counties.

ABOUT THE POSITION

Facilities Services Assistants perform semi-technical and coordinative facilities work under general supervision. Incumbents must have the ability to develop strong relationships with court staff and administrators to identify and help prioritize needed maintenance repairs, coordinate repair request, and monitor vendors providing outsourced facilities services.

For detailed job description, click [HERE](#). Please note the requirements in the job description may

vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

TELEWORK OPPORTUNITIES

This position may be eligible for partial telework following an initial training period contingent upon the Court's operation unit.

FOCUS ON EMPLOYEE SAFETY AND WELLBEING

The Court has implemented various policies and protocols to protect the health and safety of its employees while delivering statutorily mandated essential services. This includes implementing technology to facilitate remote appearances for court users and expanding telework opportunities for employees.

The Court's Here For You | Safe For You initiative protects employees:

Required use of face coverings by all judicial officers, employees and all Court visitors, with limited permissible exceptions | Physical barriers at work stations with public interaction | Hand sanitizer and wipes offered at entrances, inside courtrooms and other high traffic areas | Enhanced disinfection and cleaning of courthouse facilities, including twice-daily disinfecting of courtrooms, Clerk's Office, and all high- touch areas, such as hand rails, door handles and knobs, elevator areas and buttons, and escalators.

MINIMUM REQUIREMENTS:

To qualify, you must meet the following at the time of filing:

Graduation from high school or G.E.D. equivalent **-AND-** Three (3) years' recent experience performing on-site building/facilities management duties and functions, including experience in assisting and coordinating office repairs and preparing new facilities for occupancy.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

Frequent travel to multiple locations within Los Angeles County to carry out assigned duties and responsibilities using personal or Court-provided vehicle.

DESIRABLE QUALIFICATIONS:

- Experience working in a public agency
- Demonstrated experience with building codes
- Experience with drafting program such as AutoCAD
- Experience communicating with vendors to obtain cost estimates
- Proficient with Microsoft Office Suite (i.e. Project, Excel, Word)
- Facilities Management Certification
- Demonstrated experience with floorplans and construction documents
- Experience working in collaborative teams
- Excellent Customer Service skills
- Ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility
- Knowledge of Superior Court of California organization, programs, assignments, customer service, policies, goals and objectives

EXAMINATION INFORMATION:

Part I: Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire.

Part II: Online examination, weighted 100% covering deductive reasoning, reading comprehension, and time management.

APPLICATION and FILING INFORMATION:

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. **A resume will not substitute for a fully completed employment application.** To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your SAFE SENDERS list to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to rmurillo2@lacourt.org

WHAT TO EXPECT NEXT:

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list which will remain active for approximately one year. Other vacancies may be filled using this list.

**Exam #R9683E
FACILITIES SERVICES ASSIATANT**

Applications may be submitted online at www.lacourt.org
OR via the HR computer kiosk at
Los Angeles Superior Court
Human Resources Administration
111 N. Hill Street, Room 203
Los Angeles, CA 90012



EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:

QUALIFICATIONS:

EXAMINATION INFORMATION:

Facilities Services Assistant Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and/or providing partial information can result in disqualification.
- Please check the box to indicate you have read and understood the instructions.
- * 2. Please check your highest level of COMPLETED education.
- High School or GED equivalent
- Associates Degree
- Bachelor's Degree
- Masters Degree
- * 3. Please select which best describes your years of recent experience performing on site building/facilities management duties and functions, including experience in assisting and coordinating office repairs and preparing new facilities for occupancy.
- 0 to 1 year of experience
- At least 1 year but less than 2 years of experience
- At least 2 years but less than 3 years of experience
- At least 3 years but less than 4 years of experience
- At least 4 years but less than 5 years of experience
- At least 5 years of experience
- * 4. Describe in detail your qualifying experience as responded in the previous question. If not applicable, indicate N/A. **Use the following format:**
- Name of the employer(s)
 - Dates of employment
 - Number of hours worked per week
 - Describe the SPECIFIC DUTIES and LEVEL OF RESPONSIBILITY that supports your response. **Please describe specific duties ONLY.** Do not write **"See Attached Resume"** .
- * 5. Describe your experience reading and interpreting floor plans and construction documents.
If you do not have this experience, indicate N/A.
- * 6. Describe your experience conducting facility inspections. Include your role in ensuring that facilities deficiencies are remedied.
If you do not have this experience, indicate N/A.
- * 7. Which of the following best describes your facility management certification
- IFMA Certified
- BOMA Certified
- Other Facilities management Certification
- Other Training Certification
- None of the above
- * 8. Describe your experience with drafting programs such as AutoCAD.
If you do not possess this experience, indicate N/A

- * 9. Describe your experience working with vendors to obtain cost estimates.

If you do not possess this experience, indicate N/A.

- * 10. Indicate the proficiency level that BEST represents your expertise with Excel or similar spreadsheet program?

- a. I have minimal to no experience with this program.
- b. Basic – includes using menu commands; formatting cells, rows, and columns; using simple arithmetic functions in the formulas; modifying a database and inserting data from another application; and printing worksheets and workbooks.
- c. Intermediate – includes creating, modifying, and formatting charts; using graphic objects; performing multiple-level sorting; using mathematical, logical, statistical, and financial functions; grouping and disassociating data and performing interactive analysis; creating and modifying some Macro commands.
- d. Advanced – includes using advanced functions (e.g., VLOOKUP, IF, IS, etc.); working with pivot tables; using spreadsheet web components; managing Macro commands.

* Required Question