

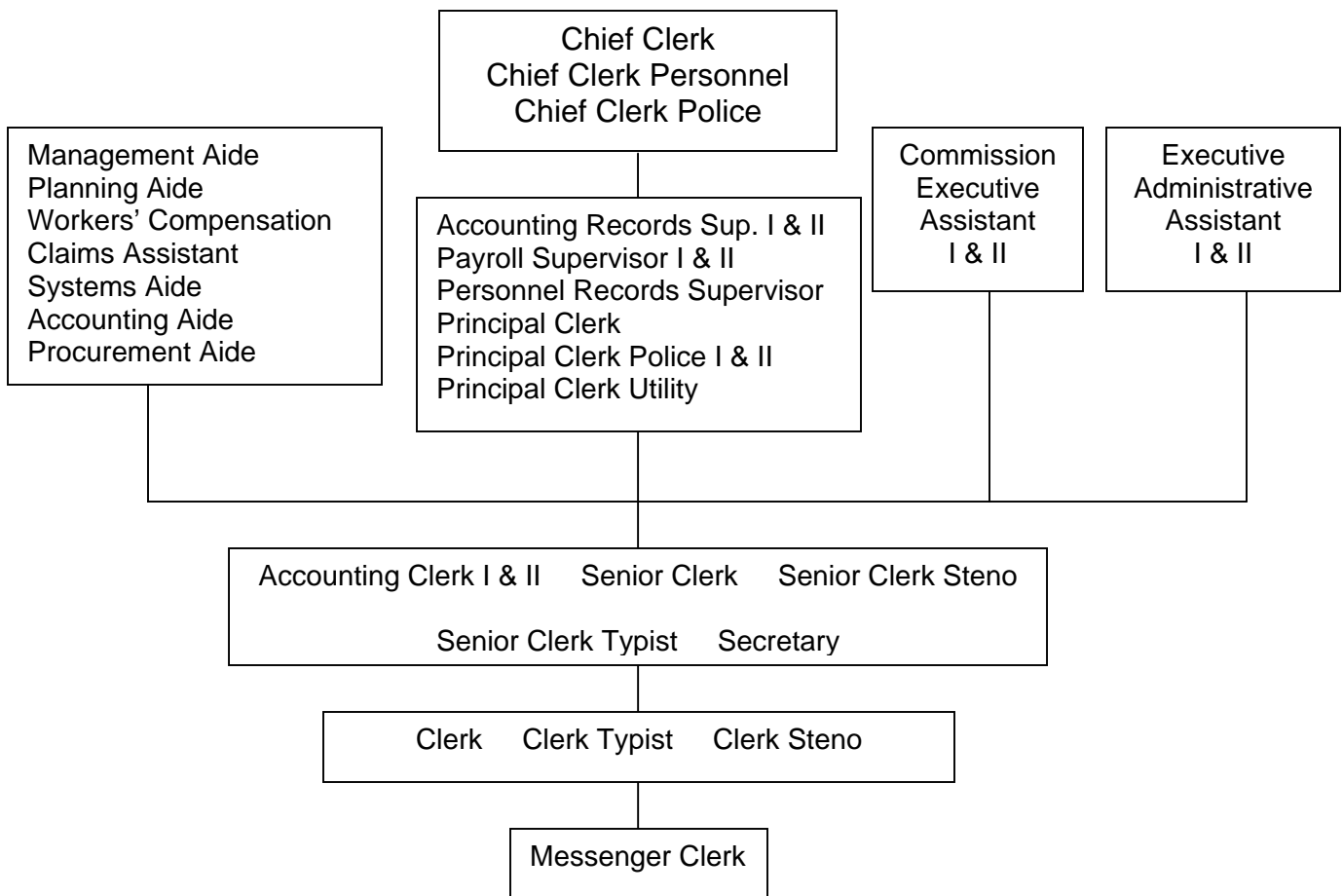
**CITY OF LOS ANGELES  
PERSONNEL DEPARTMENT**

**CAREER OPPORTUNITIES FOR MESSENGER CLERK**

This information is being given to you to describe potential promotional opportunities as a Messenger Clerk. The career ladders that Messenger Clerk most commonly enter into are diagrammed below. The duties and requirements for the first promotional levels of these career ladders are also described. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.

**COMMON CAREER LADDERS FOR OFFICE TRAINEE**

The chart below shows the normal career paths of Office Trainees. For example, normal advancement Messenger Clerk is from Clerk to Senior Clerk. With specific types of experience, however, promotion or lateral movement between these lines is also possible.



Note:

1. Each class title represents a separate civil service class requiring a separate civil service examination.
2. This chart is intended to illustrate possible promotional opportunities. The examination bulletin should be reviewed for the specific requirements for each class.

## DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVELS

### Duties:

**Clerk** – Performs clerical duties requiring the exercise of some independent judgment.

**Clerk Typist** – Performs general office clerical duties requiring the exercise of some independent judgment and types various correspondence and reports.

**Clerk Stenographer** – Performs general office clerical duties involving shorthand and typing. Many work independently and in responsible position.

### Requirements:

**Clerk** – High school graduation and some clerical experience are desired.

**Clerk Typist** – Six months of full-time paid experience in office clerical work or retail sales. High school graduation is desired but not required.

**Clerk Stenographer** – The ability to type 40 net words per minute and the ability to take dictation at 80 words per minute with 90% accuracy are required. High school graduation is desired but not required.

Note: the above information does **not** replace class specifications and examination bulletins.

## PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.