



INTERVIEW SKILLS

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POLICE ADMINISTRATOR, LAPD



INTERVIEW SKILLS

CIVIL SERVICE EXAMS
SELECTION INTERVIEWS



About Terry

By your work you show what you love and what you know.

-St. Bruno

CIVIL SERVICE INTERVIEWS

The Job Bulletin

Your Road Map



CITY OF LOS ANGELES
invites applications for the position of:
ACCOUNTANT (1513) C

DUTIES:

ANNUAL SALARY

\$49,903 to \$72,996 and \$55,019 to \$80,472

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. **For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.**
3. Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An Accountant does professional accounting work in the analysis, preparation, maintenance, control, and reconciliation of financial records and reports in accordance with the principles of governmental and public accounting.

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they provide the knowledge of: generally accepted accounting principles including governmental, cost and commercial accounting; methods of preparation of various kinds of financial statements and reports; accounting and administrative systems, practices and procedures; principles of internal control and audit procedures; electronic data processing principles as they apply to accounting and other financial work; Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and the Financial Accounting Standards Board (FASB); auditing principles and practices; the ability to prepare clear, concise, complete, and accurate narrative and financial reports; read, analyze, and interpret complex electronically produced and written financial data, reports, contracts, legal documents, and procedural manuals relating to a wide variety of accounting matters; work independently under pressure of time, conflicting demands, and unexpected difficulties; communicate effectively with coworkers, supervisors, the public, and others for the purpose of ensuring proper and timely completion of assigned work; get along with co-workers and work effectively as a member of a team; and other necessary skills, knowledge and abilities.

Likely Questions

Questions for which you can certainly prepare

Opening Statement

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DUTIES

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- Analysis
- Preparation
- Maintenance
- Control
- Reconciliation

Likely Questions

Questions for which you can certainly prepare

Closing Statement

What is that one personal quality that you possess, that
1) you bring to the workplace, and
2) separates and distinguishes you from the rest of the herd?



Likely Questions

Questions for which you can certainly prepare

Equal Employment Opportunity

- Employment practices based on merit
- Workplace free of discrimination
- Workplace free of sexual harassment, discrimination
- Zero tolerance for Domestic Violence
- Zero tolerance for Workplace Violence
- Lactation Policy

- Offer training to employees
- Encourage training and promotional opportunities
- Mentor employees for career enhancement

Other Questions

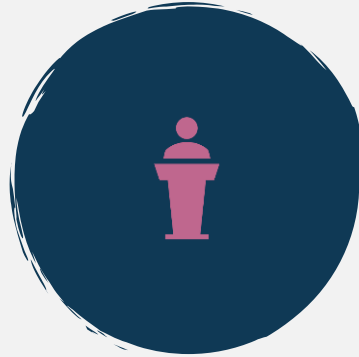
Possible topics for the interview

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First Impressions

You have one shot.
Make it count, even
your appearance.



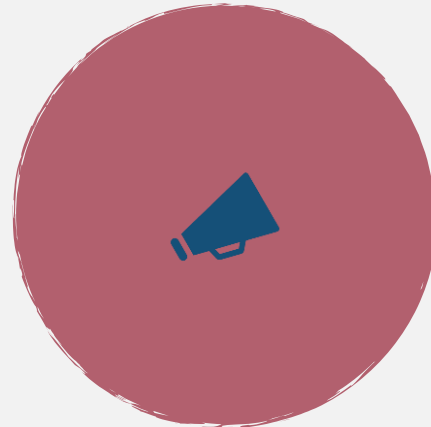
The Look

Traditional,
conservative



Demeanor

Professional, honest,
genuine, enthusiastic



Sitting

Engaged

First Impressions

Mock Interviews



SELECTION INTERVIEWS

RESEARCH



Why are you
Interviewing for
THIS job?

Research

Do your homework!



Organization

Investigate the
Department, Division,
Section



Position

Ask for a job
description, make
inquiries



Culture

Discover the working
atmosphere



People

Find out who the
major players are



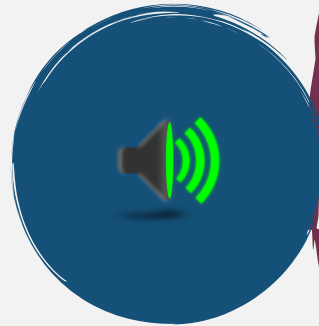
Resume

Update your resume,
match it to the
position.



Questions

Experience,
processes, situational



Practice

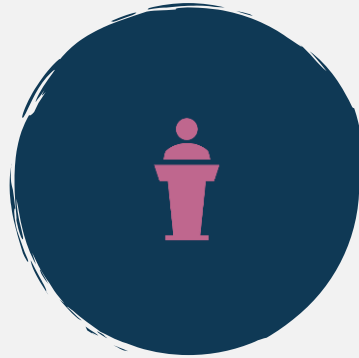
Bullet points,
checklists vs
memorization
Mock Interviews

Prepare



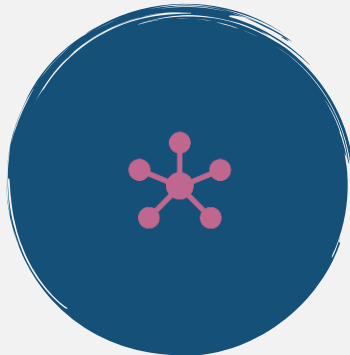
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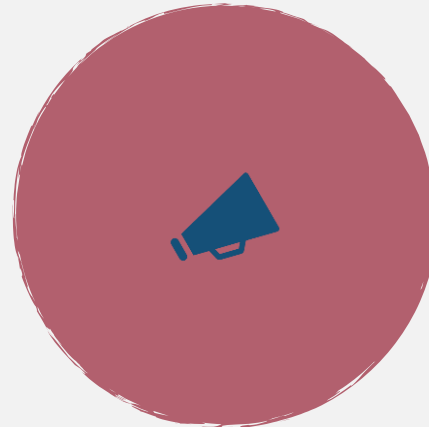
Clothes

Municipalities still
prefer traditional
business attire.



Hair & Makeup

Clean, clear, not
distracting.




Bling

Understated, not
distracting.

First Impressions

THANK YOU

Terry Lerma Carter 

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www.lapdonline.org 