

Examination Announcement



California State Auditor Bureau of State Audits

Office Technician (General)
(1138/CA48)

Office Technician (Typing)
(1139/CA48)

PROMOTIONAL FOR: BUREAU OF STATE AUDITS

SALARY RANGE:

General
\$2,638.00 - \$3,209.00

Typing
\$2,686.00 - \$3,264.00

EEO INFORMATION: An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

WHO SHOULD APPLY: Applicants must have a permanent civil service appointment with the Bureau of State Audits as of the final filing date, in order to participate in this examination; **OR** 1) must be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; **OR** 2) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC, Section 18992; **OR** 3) must be a person retired from United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

FILING INSTRUCTIONS: All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be **received by 5:00 p.m. on the final filing date.**

Submit applications to: Bureau of State Audits
Attn: Human Resources
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact: Lynne Gaal
916-445-0255

FINAL FILING DATE: DECEMBER 1, 2010

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS—OFFICE TECHNICIAN (GENERAL)

EITHER I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II

Experience: Two years of clerical experience. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

MINIMUM QUALIFICATIONS—OFFICE TECHNICIAN (TYPING)

EITHER I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

OR II

Experience: Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

POSITION DESCRIPTION

OFFICE TECHNICIAN (GENERAL)—An Office Technician (General) is an advanced journey level that regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact, the use of good judgment and the ability to communicate effectively. Typically, the work at this level is rarely reviewed and some positions may have responsibility for functional guidance and training and assisting less experienced employees.

OFFICE TECHNICIAN (TYPING)—In addition to performing the above mentioned Office Technician (General) duties, an Office Technician (Typing) typically has typing duties encompass a significant proportion of their work time. Some positions may perform as secretaries to major division chiefs and/or one-person field office assignments.

Position(s) exist in Sacramento only.

SCOPE: Positions allocated to this area are distinguished from other clerical classes by being required to perform any combination of the general office duties listed in the "Definition of Series" but should not require a specific degree of proficiency in an area such as typing.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATION: Education equivalent to completion of the twelfth grade.

SPECIAL REQUIREMENTS (Office Technician Typing ONLY): Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

GENERAL INFORMATION

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at www.spb.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The Bureau of State Audits** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.