



Office Assistant (General) and (Typing)

Exam Codes: 4PB2501 (General) and 4PB2502 (Typing)

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Cut off dates will be scheduled periodically

The State of California is acting quickly to protect public health and safety as we respond to novel coronavirus (COVID-19). CalHR will be postponing all CalHR written exams until further notice. We aim to provide the public updated information as it becomes available. We appreciate your patience as work to minimize new introduction of the virus and delay community spread.

CLASSIFICATION DETAILS

Office Assistant (General) - \$ 2427.00 - \$3439.00 per month

Office Assistant (Typing) - \$ 2509.00 - \$3508.00 per month

View the [Office Assistant classification specification](#)

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

Self-scheduling for this examination is offered on a first-come-first served basis for each written examination date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written examination date, additional self-scheduling dates and examination locations will be posted. If you schedule an examination date and do not appear, you will not be able to re-schedule for at least 6 weeks.

Check this bulletin regularly for future examination dates.

On the self-scheduling date, please go to the “TAKING THE EXAMINATION” section of this bulletin to begin the scheduling process.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Office Assistant (General)**EITHER I**

Experience: One year of experience in California state service performing the duties of an Assistant Clerk.

OR II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

Office Assistant (Typing)

EITHER I

Experience: One year of experience in California state service performing the duties of an Assistant Clerk.

OR II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

Office Assistant Typing Only:

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

POSITION DESCRIPTION

Office Assistant (General)

This is the entry, trainee and journey level for this series. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, shortly after the initial training period; and/or learns to perform a variety of full journey level general clerical duties.

Office Assistant (Typing)

Under general supervision, incumbents at the full journey level regularly perform a variety of duties requiring adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. This level may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures.

Office Assistant (Typing)

In addition to performing the above mentioned Office Assistant (General) duties, an Office Assistant (Typing) typically has typing duties encompassing a significant portion of their work time.

EXAMINATION SCOPE

This examination consists of the following components:

Multiple Choice Written Examination – Weighted 100% of the final score.

This written examination is comprised of three sections:

1. Arithmetic Calculations
2. English Usage and Grammar
3. Sorting and Filing

This examination will also allow for the use of calculators, and these will be issued to the candidates on the written examination date by the California Department of Human Resources. The use of a candidate's personal calculator will not be permitted.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Ability to:

1. Perform clerical work, including ability to spell correctly
 2. Use good English
 3. Make arithmetical computations
 4. Operate various office machines
 5. Follow oral and written directions
 6. Evaluate situations accurately
- Read and write English at a level required for successful job performance

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Office Assistant classification will be established for: the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

A study guide is available for your reference. [View the Office Assistant study guide.](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available when applying for the examination.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

You must schedule yourself to participate in this written examination.

Self-scheduling for this examination is offered on a first-come-first-served basis for each written date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written examination date, additional self-scheduling dates and test locations will be posted in the future.

Check this bulletin regularly for future examination dates.

[**SCHEDULE and/or pre-qualify for the Office Assistant \(General\) and \(Typing\) written examination.**](#)

It is the candidate's responsibility to print their "Notice to Appear" and present the notice on the date, time, and location of the scheduled examination.

Please Note: If you need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not

assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 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 the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.