Administrative Assistant 1

Exam Code: 3PB31

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

Administrative Assistant 1 – $4,281.00 - $5,776.00 per month.

View the **classification specification** for the Administrative Assistant 1 classification.

APPLICATION INSTRUCTIONS

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.

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.

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

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.

Administrative Assistant 1

Either 1

Twelve months of work experience in the California state service performing staff work in a class with a level of responsibility equivalent to that of Junior Staff Analyst, Range B, or Staff Services Analyst, Range B.

Or 2

Eighteen months of experience in the California state service performing the duties of an Executive Secretary 1.

Or 3

Experience: Two years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be at a level of responsibility equivalent to that of Office Services Supervisor 1.); **or**
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a working knowledge of the field of management, at least one year of which shall have been in a higher than trainee capacity.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience. Possession of a Master's Degree in Hospital Administration with a one-year internship in a hospital or its equivalent may be substituted for the required experience.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet this education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

POSITION DESCRIPTION

Administrative Assistant 1

Assists an administrator by relieving him/her of administrative detail; makes special studies and investigations and prepares administrative repots; assists in interpreting departmental policies to operating divisions; assists operating heads on administrative problems and procedures develops criteria on which to evaluate the personnel needs, operating effectiveness, and budgetary requirements; prepares manuals of procedures; cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities; studies proposed legislation and advises the

administrator regarding its possible effect on departmental programs; on occasion, represents the department at conferences, meetings, and legislative hearings; may supervise and review the work of the staff of the administrator's immediate office; prepares articles for publication; addresses interested groups; dictates correspondence and prepares reports.

EXAMINATION SCOPE

This examination consists of the following components:

Written Test – Weighted 100% of the final score. The examination will consist solely of a multiple choice, written test designed to evaluate knowledge in the areas of:

1. Situational Judgment
2. Written Communication
3. Reading Comprehension

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:

Knowledge of:

1. Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management
2. Office management principles, methods, and procedures
3. Administrative survey techniques and skill in their application
4. Statistical and research methods

Ability to:

1. Think clearly and quickly and analyze and solve problems of organization and management
2. Supervise the staff of an administrative office
3. Establish and maintain cooperative working relationships
4. Carry out assignments without detailed instructions
5. Speak and write effectively

Special Personal Characteristics

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Administrative Assistant 1** classification will be established for:

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 examination date. Eligibility expires **twelve (12) 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. 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.

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 examination 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 the Administrative Assistant 1 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 form 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.