



**OFFICE ASSISTANT (GENERAL)  
OFFICE ASSISTANT (TYPING)**  
California Correctional Health Care Services  
California Department of Corrections and Rehabilitation

**MULTI DEPARTMENTAL OPEN – SPOT EXAMINATION**

**FILING PERIOD: September 22, 2014 to October 6, 2014**

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

**Position Information**

Positions currently exist with the California Correctional Health Care Services (CCHCS) and the California Department of Corrections and Rehabilitation (CDCR) at:

- CA Institution for Men in Chino, San Bernardino County
- CA Institution for Women in Corona, San Bernardino County
- CA Rehabilitation Center in Norco, Riverside County

**Please only take this examination if you are interested in working at one of the locations listed above. Candidates may only establish eligibility in one location. If you have already applied to take this exam with CDCR/CCHCS for the following locations: Pelican Bay State Prison, Avenal State Prison, Mule Creek State Prison, Folsom State Prison, CA State Prison - Sacramento, San Quentin State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, R.J. Donovan Correctional Facility, Kern Valley State Prison, North Kern Valley State Prison, or Wasco State Prison, you may not reapply. If you have yet to test and would like to transfer your eligibility to this administration, please contact us at (916) 691-5894 before the final filing date.**

**W**e are an Equal Employment  
Opportunity employer to all  
regardless of race, color, creed,  
national origin, ancestry, sex, marital  
status, disability, religious or political  
affiliation, age, or sexual orientation.

**Office Assistant (General)**

**Office Assistant (Typing)**

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.

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) is distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job, which may include any combination of the general office duties. Typically, typing encompasses a significant proportion of the work time.



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**Salary and Benefit Information**

Currently, as of July 1, 2014:

- Office Assistant (General) \$2,115 - \$2,910 per month
- Office Assistant (Typing) \$2,186 - \$2,969 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

**Who Can Apply**

All applicants who meet the education and/or experience requirements as stated below may apply.

**Minimum Qualifications**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Office Assistant (General)  
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.)

**Special Requirement - Office Assistant (Typing)**

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

**Special Personal Characteristic**

A demonstrated interest in assuming increasing responsibility.

**Additional Desirable Qualification**

Education equivalent to completion of the twelfth grade, which may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).



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**Examination Information**

This examination consists of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**WRITTEN TEST  
WEIGHTED 100%**

**Ability to:**

1. Perform clerical work, including the 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 and take effective action.
7. Read and write English at a level required for successful job performance.

**It is anticipated the written examination will be held mid-November unless conditions warrant a change to this date. Candidates will be notified approximately one week prior to this date with the exact time and location. It is the candidate's responsibility to contact CCHCS at (916) 691-5894, three days prior to the written test date if he/she has not received his/her notice.**

**How to Apply and Test**

Submit a State Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The Form 631 can be found on the last page of this examination bulletin.

If you meet the entrance requirements for both classifications, you may file for both examinations on a single application. Indicate on the Std. Form 678 the examination titles for which you are applying. Candidates must indicate on their examination application that they are taking the examination in San Bernardino/Riverside County.

By mail:

California Correctional Health  
Care Services  
Examination Services Section, Bldg D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources. Only applications with an original signature will be accepted.



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#### **How to Apply and Test (Continued)**

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services Section at (916) 691-5894 to make specific arrangements.

#### **Application Deadline/Testing Period**

The filing period for this examination is September 22, 2014 through October 6, 2014. **October 6, 2014** is the final filing date. All applications must be received or postmarked on or before this date to be considered. Applications not submitted on or before this date will not be accepted for any reason. Applications sent via interoffice mail will not be accepted. All applications must meet the education and/or experience requirements by the written test date. Typically the testing period for this examination is once in a 12 month period.

#### **Eligible List Information**

The resulting eligible lists will be established to fill vacancies at CA Institution for Men, CA Institution for Women, and CA Rehabilitation Center in San Bernardino and Riverside Counties, respectively, within the California Correctional Health Care Services and the California Department of Corrections and Rehabilitation. The lists will be abolished 24 months after establishment unless needs of the service and conditions of the lists warrant a change in the period.

#### **Veterans Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. State employees who have obtained permanent civil service status with the State of California will have career credits applied to their final passing score.



General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate 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 (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at <http://www.calvet.ca.gov/>. Veteran's Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free 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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929

This bulletin cancels and supersedes all previously issued bulletins.

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**Conditions of Employment (Form 631)**

Name: \_\_\_\_\_

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PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

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**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> (A) Any                 | <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (U) Limited-Term Part-Time |
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (R) Permanent Part-Time    | <input type="checkbox"/> (T) Permanent Intermittent |

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

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**(0005) ALL LOCATIONS LISTED BELOW** – If this box is marked, no further selection is necessary.

**SOUTHERN REGION**

3612 **CA Institution for Men**  
Chino, San Bernardino County

3613 **CA Institution for Women**  
Corona, San Bernardino County

3310 **CA Rehabilitation Center**  
Norco, Riverside County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services Section, D1, P.O. Box 588500, Elk Grove, CA 95758.