



ASSISTANT CLERK

CA73/1123 – Exam code: 0RC18

OPEN – SPOT EXAMINATION

VIRTUAL FILE-IN PERSON
INTERNET EXAMINATION

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

EXAMINATION BASE California Prison Health Care Services (CPHCS) spot examination for:

Avenal State Prison – (ASP), Kings County
California Correctional Institution – (CCI), Kern County
California Institution for Women – (CIW), San Bernardino County
California Men’s Colony – (CMC), San Luis Obispo County
California Rehabilitation Center – (CRC), Riverside County
California State Prison – Corcoran (COR), Kings County
California State Prison – Los Angeles (LAC), Los Angeles County
California State Prison – Sacramento (SAC), Sacramento County
California State Prison – San Quentin (SQ), Marin County
California State Prison – Solano (SOL), Solano County
California Substance Abuse Treatment Facility – (SATF), Kings County
Calipatria State Prison – (CAL), Imperial County (North)
Central California Women’s Facility – (CCWF), Madera County
Correctional Training Facility – (CTF), Monterey County
Deuel Vocational Institution – (DVI), San Joaquin County
Folsom State Prison – (FSP), Sacramento County
Mule Creek State Prison – (MCSP), Amador County
North Kern State Prison – (NKSP), Kern County
Pleasant Valley State Prison – (PVSP), Fresno County
R.J. Donovan Correctional Facility – (RJD), San Diego County
Salinas Valley State Prison – (SVSP), Monterey County
Sierra Conservation Center – (SCC), Tuolumne County
Valley State Prison for Women – (VSPW), Madera County
Wasco State Prison – (WSP), Kern County

Positions exist at the above locations with the CPHCS.

POSITION DESCRIPTION The Assistant Clerk, under detailed supervision, learns and performs simple clerical work and prepares for advancement by participating in on-the-job training and development; and does other related work.

WHO CAN APPLY This is an open spot examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY The Application and Examination will be available on the Internet on **Monday, December 27, 2010 only**. Applicants must establish or have established an applicant profile with CPHCS, provide contact information, and complete the Examination. The application for Assistant Clerk is contained within the Internet process; therefore, a standard state application is not necessary. On **December 27, 2010**, between the hours of **9:00 a.m. – 9:00 p.m. Pacific Standard Time (PST)**, you may apply and take the Examination on the Internet by connecting to the link below. **Please allow a sufficient amount of time, approximately 90 minutes to complete the application and Examination process before the 9:00 p.m. PST deadline. All Applications and Examinations NOT completed by the 9:00 p.m. PST deadline will not be accepted for any reasons.**

Application and Examination Link: http://cphcs.hodes.com/bl_joblist.asp

If you have never established an applicant profile with the **CPHCS**, please see pages 4 and 5 of this bulletin to learn how to establish a profile. If you want to establish your profile prior to taking the examination on December 27, 2010 to expedite the process, you may do so.

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at

801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

**VIRTUAL
FILE-IN-PERSON
APPLICATION
DEADLINE**

December 27, 2010 between the hours of 9a.m. – 9p.m PST is the virtual one-day File-In-Person date and time for applicants to complete and submit via the Internet (link indicated above) his/her application and Examination.

SALARY RANGE

Currently, as of July 1, 2007

\$1,852 - \$2,251 Monthly

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

**SPECIAL PERSONAL
CHARACTERISTICS**

Neatness and willingness to follow a prescribed routine and to participate in training necessary to prepare for advancement to the Office Assistant I level.

EXAMINATION PLAN

This examination will consist of a Training, Education, and Experience Examination weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

EXAMINATION WEIGHTED 100%

SCOPE: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Ability to:

1. Learn and perform clerical work.
2. Spell correctly.
3. Use correct English.
4. Make arithmetical/mathematical computations.
5. Follow oral directions.
6. Follow written directions.

**ELIGIBLE LIST
INFORMATION**

A separate eligible list will be established to fill vacancies at the locations listed on page 1 of the bulletin.

The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. Eligibility expires 12 months after it is established.

**VETERANS POINTS/
CAREER CREDITS**

Veteran's Preference credits will be added to the final score of all competitors who are successful in the Examination and who qualify for, and have requested these points. Due to changes to the law, which was effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Career Credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Prison Health Care Services, Selection Services at (916) 445-1086 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

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) subdivisional 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.

The California Prison 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 12th 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 Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

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 CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

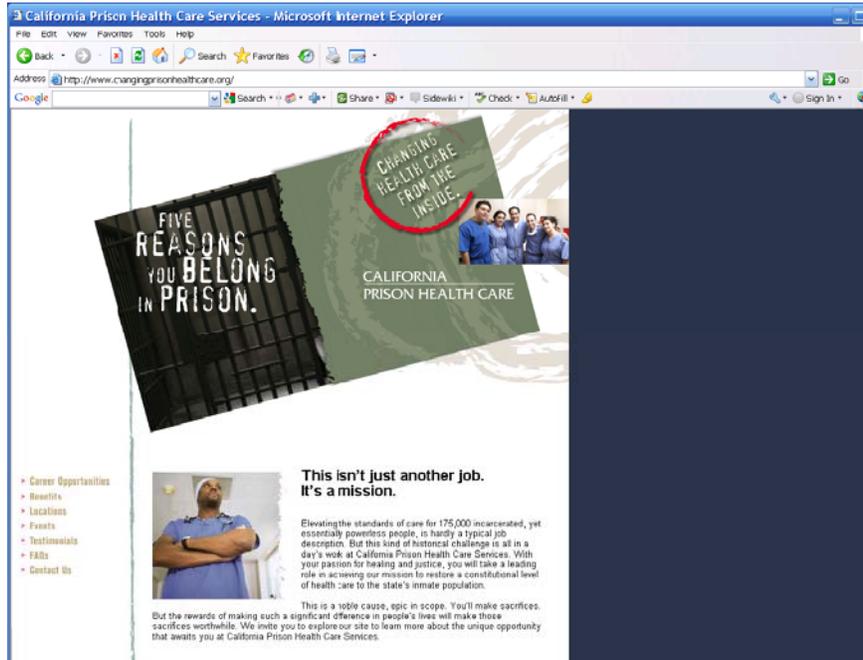
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

HOW TO CREATE AN APPLICANT PROFILE

California Prison Health Care Services **strongly** recommends you establish an applicant profile **prior** to the exam date to expedite the process.

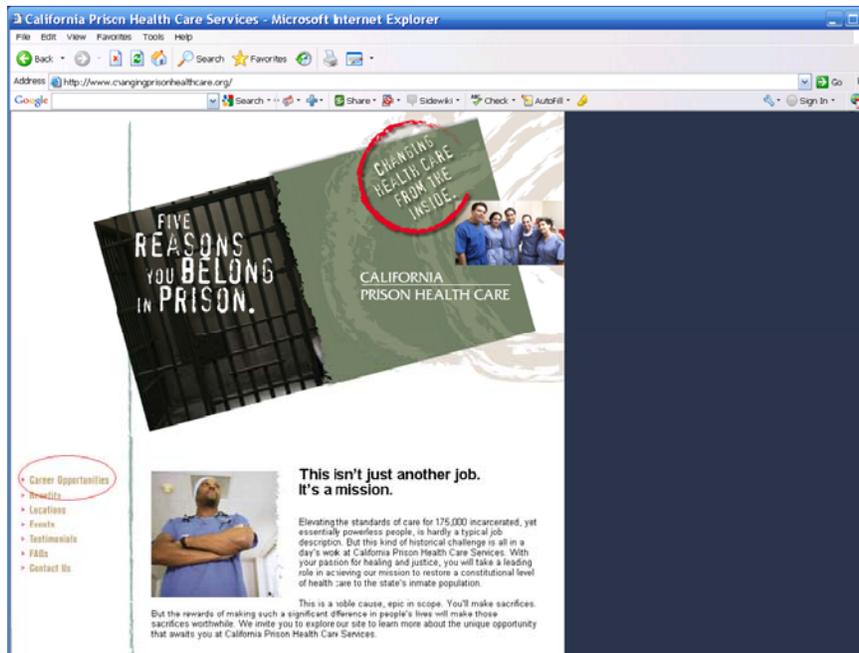
Step One:

Please go to the following link: www.changingprisonhealthcare.org.



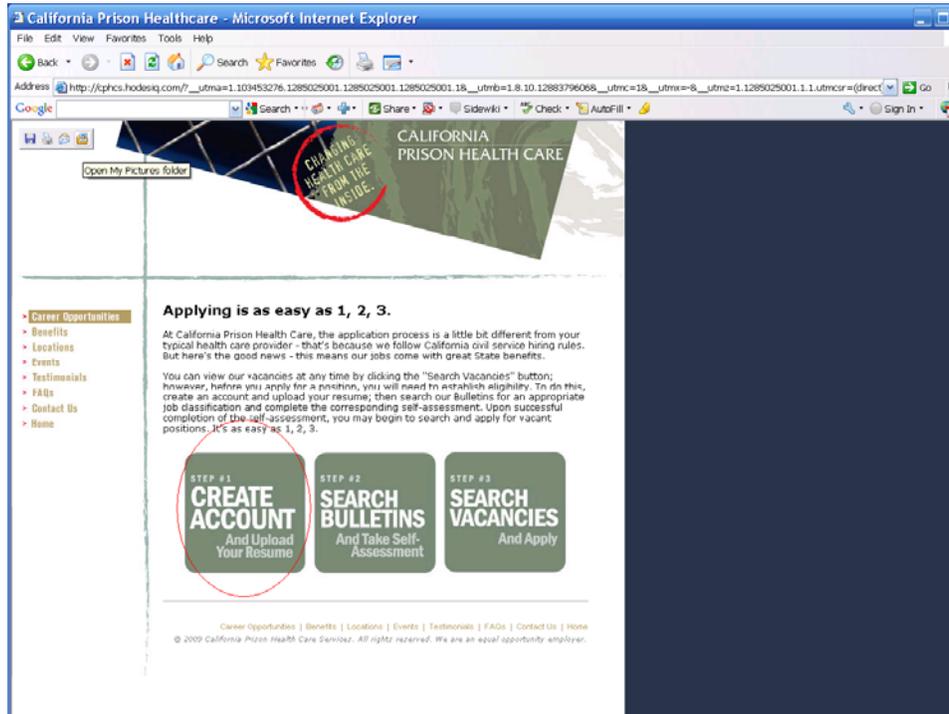
Step Two:

Click on “Career Opportunities”.



Step Three:

Click on “Step #1: CREATE ACCOUNT and Upload Your Resume”.



Step Four:

Complete the registration form and click “Send”.

