



OFFICE OCCUPATIONS CLERK

OPEN

8DS12

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

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.

FINAL FILING DATE: August 8, 2008

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

Applications (Form 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.

Faxed applications or resumes will not be accepted

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications **MUST** be filed in person or by mail to the following address:

Department of Developmental Services
1600 Ninth Street (MS -Q)
Sacramento, CA 95814

Attention: Maria Miranda Johnson, Exam Unit

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

PERFORMANCE (Work-Sample Exam). It is anticipated that this examination will be held from September 2008 thru October 2008, at Sonoma Developmental Center (Eldridge, CA) and Lanterman Developmental Center (Pomona, CA).

SALARY RANGE: \$2,008-\$2,442

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

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 possessing 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.

Either I

Experience as an Office Occupations Trainee in the California state service which has demonstrated the development of acceptable job skills and related work behavior.

Or II

Successful completion of a formal training program for persons with mental retardation or similar intellectual impairment. This training program must have been in office occupations skills and related work behavior and must have been provided by a facility sponsored or recognized by the Department of Rehabilitation.

THE POSITION:

Under close supervision, to learn and perform tasks which have been designed for persons with mental retardation or similar intellectual impairment to facilitate their entry into a variety of office occupation assignments; and to do other related work.

**Performance (Work -Sample) - Weighted 100%
Scope:**

Knowledge and Abilities

1. Willingness and ability to learn and perform the more limited, routine and repetitive tasks associated with an office occupation.
2. Follow oral, written and/or gestural instructions.
3. Sort, count, check, match and assemble materials.
4. Copies names and numbers from one source to another.
5. File by alphabetical and numerical sequence.
6. Folds materials and stuffs envelopes.
7. Meet basic production standards.
8. Opens, stamps, picks up, and delivers mail.
9. Provides messenger service.
10. Helps stock and issue supplies.
11. Packs and unpacks boxes and packages.
12. Keeps work and storage areas and equipment clean and orderly.
13. May use a typewriter/computer to prepare lists and labels and to fill in forms and make copies of printed or handwritten material.
14. May operate such office equipment as adding, copying and processing machines.
15. May greet people and/or use telephone to accept information, refer callers or take simple messages.
16. Work with others in an office occupations /work setting.

Veterans' Preference credit will be granted in this examination.

ELIGIBLE LIST INFORMATION: This list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

EXAMINATION INFORMATION:
In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

SEE REVERSE FOR ADDITIONAL INFORMATION

Office Occupations Clerk
CA71-1107

Final Filing Date: August 8, 2008



GENERAL INFORMATION

It is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' (DDS) Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact DDS' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of 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.

SPB 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 competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews or performance tests may be limited or extended as conditions warrant.

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) 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 from 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

VETERANS PREFERENCE: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application, which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET (MS Q), Sacramento, CA 95814
Telephone: Public: (916) 322-9335

FAIRVIEW DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121

LANTERMAN DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221

PORTERVILE DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (559) 782-2087

SIERRA VISTA STATE-OPERATED COMMUNITY FACILITY
1251 Stabler Lane
Yuba City, CA 95993
Public: (530) 822-7000

CANYON SPRINGS STATE-OPERATED COMMUNITY FACILITY
69-696 Ramon Rd.
Cathedral City, CA 92335
Public: (760) 770-6260

SONOMA DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6692