

**EXECUTIVE SECRETARY I**  
**DEPARTMENTAL PROMOTIONAL**  
**SPOT - SACRAMENTO**



State of California  
**DEPARTMENT OF**  
**JUSTICE**  
P.O. BOX 944255  
Sacramento, CA 94244-2550

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CALIFORNIA STATE GOVERNMENT • 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.

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IT IS THE 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 OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**FINAL FILING DATE** **July 7, 2008** – Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, faxed or received via interoffice mail **after** the final filing date **will not** be accepted for any reason.

**WHO CAN APPLY** Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the new department.

**HOW TO APPLY** Examination Application Form (STD 678) may be downloaded from the State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov). Applications must be mailed to or filed in person with:

**Mailing Address:**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,  
VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that the Oral Interviews will be conducted in August/September 2008.

**SALARY RANGE** \$3,020 - \$3,672  
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**The positions exist with the Department of Justice in Sacramento.**

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

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All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM  
QUALIFICATIONS**

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**Either I**

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

**Or II**

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.)

[Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

**DEFINITION OF TERMS**

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**"Duties of a class at a level of responsibility equivalent not less than..."** requires that the applicant have State Service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

**POSITION DESCRIPTION**

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Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations of large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised, a considerable amount of responsible policy determination and a substantial amount of demanding personal contact with citizen groups and officials of other organizational agencies.

**EXAMINATION  
INFORMATION**

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The Examination will consist of a Qualifications Appraisal Interview (QAP), which will include a Proof- Reading Exercise.

The **Proof-Reading** exercise will ask candidates to review written text and identify typographical, grammatical and formatting errors. Candidates will be allotted time prior to entering the interview room to complete the proof-reading exercise. The interview panel will score the exercise separately using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge and ability.

**Knowledge of:**

1. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

1. Place attention to detail in order to perform work in an accurate and thorough manner.

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**EXAMINATION  
INFORMATION  
(CONTINUED)**

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The **Oral Interview** will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge, skills and abilities.

**Knowledge of:**

1. Principles and processes for providing customer and personal services.

**Skill to:**

1. Independently perform difficult clerical work in order to identify and process sensitive/confidential information and complete work assignments.
2. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
3. Orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.
4. Analyze situations accurately and take effective action in order to determine the importance and respond appropriately.

**Ability to:**

1. Place attention to detail in order to perform work in an accurate and thorough manner.
2. Behave with discretion in situations that include discussion of sensitive and/or confidential information (e.g., refrain from communicating private information).
3. Successfully complete multiple projects simultaneously (i.e. multi-task) within appropriate timeframes while maintaining a high level of work product.
4. Communicate information and ideas orally in a clear voice using appropriate tone, volume, vocabulary, grammar so others will understand.
5. Maintain a considerate work environment that enables co-workers and supervisors to maintain and continue your work product in the event of your absence.
6. Promote positive, collaborative, professional working relations among co-workers.
7. Work independently to meet deadlines with minimal supervision.

There will be one score based on the combined proof-reading exercise and the oral interview. In order to obtain a position on the eligible list, a minimum rating of 70.0% must be obtained.

**PROOF-READING EXERCISE/QUALIFICATIONS APPRAISAL INTERVIEW  
WEIGHTED 100%**

**SPECIAL PERSONAL  
CHARACTERISTICS**

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A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact and discretion.

**ADDITIONAL DESIRABLE  
QUALIFICATIONS**

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Education equivalent to completion of the twelfth grade; ability to take dictation and/or meeting notes. Ability to type at a rate of 45 words per minute.

**VETERANS PREFERENCE  
/CAREER CREDITS**

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Veterans Preference Credits or Career Credits **will not** be granted in this examination.

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**GENERAL INFORMATION**

**The Department of Justice** 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 candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written 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 the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or 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 the Department of Justice ([www.ag.ca.gov](http://www.ag.ca.gov)), the State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

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

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews 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) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**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.

**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 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 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.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039  
P.O. BOX 944255  
1300 "I" STREET  
SACRAMENTO, CA 94244-2550 / Telephone: (916) 324-5039