

PROPERTY CONTROLLER I

OPEN STATEWIDE



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

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.

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.

FINAL FILING DATE

June 14, 2010 - Applications (Form STD 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail **after** the final filing date **will not** be accepted for any reason. Applications must have an original signature.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

HOW TO APPLY

All applicants must include a printed copy of the State Examination Application (STD 678) with the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training & Experience Questionnaire](#)
- [Conditions of Employment](#)

Also complete the on-line Recruitment Survey available at the following link:

- [Recruitment Survey \(submitted automatically upon completion\)](#)

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, 1st 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 contacted to make specific arrangements.

SALARY RANGE

\$2902 - \$3527

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 OPEN 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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.

CONTINUE TO THE NEXT PAGE

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the Office Assistant II level is not considered qualifying).

Or II

Two years experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

DEFINITION OF TERMS

Where the applicant's experience is gained in a position, not readily identifiable as full time in property inventory and control, it will be necessary to obtain the specific amount of time spent in these areas and prorate.

Property and Equipment- Items having a useful life in excess of one year and requiring records of accountability. (e.g., Computers, calculators, vehicles, scientific equipment, printers, cell phones, laptops, and evidence).

Expendable Store Keeping Items- Items having a useful life of less than one year and which are usually consumed in the course of business. (e.g., Office supplies, machine parts, foods, clothing, and chemicals).

Inventorying- Duties associated with maintaining records, control numbers, conducting property and physical inventories.

Equipment Control Records- Duties associated with the receipt, disposition, and location of equipment.

POSITION DESCRIPTION

Property Controller I's are responsible for the operation of a complete property control system. This class is normally used in departments, institutions, or districts having an approximate minimum of 2,000 property items and an annual total of approximately 300 property acquisitions, transfers, and surveys. Property Controller I's may work independently or supervise a small clerical staff, depending upon the size and complexity of the property accounting function. Typical duties of a Property Controller I includes ordering supplies and equipment, maintaining inventories, and maintaining property control records for property, evidence, equipment, vehicles, and supplies. This is typically done using spreadsheets and computer database programs.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Property Controller I examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Ordering supplies, property, and equipment.
- Inventorying property and equipment.
- Maintaining records.

**ADDITIONAL
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

CONTINUE TO THE NEXT PAGE

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7 (e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e., college transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE**

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

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 State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (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) 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 list 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: If an interview is conducted, in addition to the scope described on the other side 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 to 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 credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

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 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

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

Department of Justice

Training and Experience Questionnaire General Instructions/ Affirmation

Property Controller I

The Training and Experience Questionnaire is the sole component of the Property Controller I examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Conditions of Employment
- Recruitment Survey (Online Form)

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation & Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

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, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Printed Name: _____

Signature

Date Signed

Property Controller I

Training and Experience Questionnaire

Name: _____

Inventory and Procurement

Property Controller Is at the Department of Justice are required to order, inventory, and maintain control records for a variety of supplies, property and equipment. To respond appropriately to each statement, you must refer to the Scale Description below each statement when answering.

Definition of terms:

Property and Equipment – Items having a useful life in excess of one year and requiring records of accountability. (Examples: Computers, calculators, vehicles, scientific equipment, printers, cell phones, laptops and evidence.)

Expendable Store Keeping Items – Items having a useful life of less than one year and which are usually consumed in the course of business. (Examples: Office supplies, machine parts, foods, clothing, and chemicals.)

Inventorying- Duties associated with maintaining records, control numbers, conducting property and physical inventories.

Equipment Control Records- Duties associated with the receipt, disposition, and location of equipment.

Task Area 1: Ordering supplies, property and equipment

Ordering office supplies, such as toner, paper, pre-printed mailing supplies, etc.

1. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

2. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

3. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Ordering property and equipment (e.g., chairs, copy machines, computers, printers, filing cabinets)

4. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

5. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

6. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Preparing purchase orders

7. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

8. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Processing and documenting the receipt of new equipment or supplies

9. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task with the assistance of my supervisor or co-workers.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

10. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Conducting research to determine the appropriate vendor prior to purchasing supplies or equipment.

11. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

12. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Task Area 2 – Inventorying property and equipment

Conducting inventory of office supplies

13. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

14. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Conducting inventory of property and equipment

15. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

16. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Reconciling inventory which had discrepancies

17. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

18. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Providing an inventory report to your supervisor

19. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Task Area 3 – Maintaining records

Maintaining an inventory of office supplies using a software database

20. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

21. Considering your previous work experience, how long ago did you perform the work identified above?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Maintaining an inventory of office supplies using a manual spreadsheet or manual log

22. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

23. Considering your previous work experience, how long ago did you perform the work identified above?

- A. I performed this work less than 1 year ago.
- B. I performed this work more than 1 year ago but less than 2 years.
- C. I performed this work more than 2 years ago but less than 3 years.
- D. I performed this work more than 3 years ago.

Maintaining an inventory of property and equipment using a software database

24. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

25. Considering your previous work experience, how long ago did you perform the work identified above?

- A. I performed this work less than 1 year ago.
- B. I performed this work more than 1 year ago but less than 2 years.
- C. I performed this work more than 2 years ago but less than 3 years.
- D. I performed this work more than 3 years ago.

Maintaining an inventory of property and equipment using a manual spreadsheet or manual log

26. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

27. Considering your previous work experience, how long ago did you perform the work identified above?

- A. I performed this work less than 1 year ago.
- B. I performed this work more than 1 year ago but less than 2 years.
- C. I performed this work more than 2 years ago but less than 3 years.
- D. I performed this work more than 3 years ago.

Tracking the receipt, disposition, and dispersion of office supplies

28. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Tracking the receipt, disposition, and dispersion of property or equipment

29. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Maintaining records of routine service and repair of equipment

30. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Preparing contracts and/or service agreements for the repair of equipment

31. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

32. How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I am willing to learn.
- B. I have some experience performing this task but I could benefit from some additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Returning, releasing, or transferring property or materials.

33. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

34. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major party of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Completing the required paperwork for the removal and disposal of obsolete equipment

35. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

36. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Organizing property and equipment in appropriate storage areas

37. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

38. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Retaining, transferring or removal and disposal of records in accordance with your organization's policies and procedures

39. What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task with the assistance of my supervisor or co-workers.

40. In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I am willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

DEPARTMENT OF JUSTICE
PROPERTY CONTROLLER I
NON-PROMOTIONAL STATEWIDE
EXAM CODE: 0JU32

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- | | |
|--------|-----------------------|
| (05) | Anywhere in the state |
| (0400) | Butte |
| (4400) | Santa Cruz |
| (3400) | Sacramento |
| (4300) | Santa Clara |
| (0700) | Contra Costa |
| (1000) | Fresno |
| (3900) | San Joaquin |
| (3300) | Riverside |
| (0100) | Oakland |
| (3800) | San Francisco |
| (1900) | Los Angeles |
| (3700) | San Diego |

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- ___ (D) Permanent - full time only.
- ___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
- ___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814