

PROPERTY CONTROLLER II

OPEN NON-PROMOTIONAL 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 12, 2009** – Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered 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 and have not taken the Department of Justice, Property Controller II exam within the last 12 months.

HOW TO APPLY Applications (Form STD 678) may be downloaded from the State Personnel Board's website at 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, 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 appropriate box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

EXERCISE/ QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that the exercise/oral interview will be administered in **July/August 2009**.

SALARY RANGE **\$ 3,297- \$4,005**

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 experience and/or education requirements for this examination by the final filing date. 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.

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**BACKGROUND
INVESTIGATION
INFORMATION**

Persons successful in the Property Controller II examination may be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Justice background investigation may be required to undergo an additional background investigation.

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.

**MINIMUM
QUALIFICATIONS**

Either I

One year of experience in the California state service performing the duties of Property Controller I.

Or II

Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant, Range B is not considered qualifying.)

Or III

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

DEFINITION OF TERMS

The words "**performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of class assignment to the class).

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.)

**POSITION
DESCRIPTION**

Property Controllers II are responsible for the operation of a complex property control system with centralized or moderately dispersed property. This class is normally used in departments, institutions, or districts having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. Property Controllers II within the Department of Justice may be responsible for the operation of a law enforcement evidence vault that includes evidence items (e.g. firearms, narcotics, biological evidence, latent impressions) and may be required to testify under oath in a court of law. Property Controllers II may work independently, depending upon the size and complexity of the property accounting function.

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**EXAMINATION
INFORMATION**

The examination will consist of a Qualification Appraisal Interview, which will include three exercises.

The **Exercises** will be evaluated using a predetermined rating scale and predetermined scoring criteria. The **Exercises** measure the following knowledge and abilities:

Intermediate Knowledge of:

1. Methods and practices used in recording of property to comply with department policies.
2. Administrative and clerical procedures and systems such as file and record management, form design and production, and other office procedures and terminology.
3. Methods and practices used in maintaining of property to comply with department policies.
4. Mathematics (multiplication, division, addition, and subtraction) and its application.

Ability to:

1. Pay attention to detailed record keeping, specifically when documenting the movement of evidence items in and out of an evidence vault.
2. Pay attention to detail in order to perform work in an accurate and thorough manner.
3. Analyze situations accurately, generate alternatives and take effective actions.
4. Adhere to strict security and safety protocols when handling certain types of evidence and accepting such items into a vault.

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:

Intermediate Knowledge of:

1. Methods and practices used in recording of property to comply with department policies.
2. Methods and practices used in maintaining of property to comply with department policies.
3. Administrative and clerical procedures and systems such as file and record management, form design and production, and other office procedures and terminology.
4. Personal computer applications used for record keeping systems, spreadsheets and correspondence.
5. Personal computer applications used to prepare written documents and conduct research.

Skill to:

1. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
2. Use word processing software programs to produce a variety of written documents.
3. Utilize a variety of software programs for spreadsheet development, such as Microsoft Excel and Corel Quattro Pro.

Ability to:

1. Pay attention to detailed record keeping, specifically when documenting the movement of evidence items in and out of an evidence vault.
2. Analyze situations accurately, generate alternatives and take effective action.
3. Pay attention to detail in order to perform work in an accurate and thorough manner.
4. Adapt to changing work demands, priorities, and organizational members.
5. Be pro-active, to identify potential challenges and adapt solution strategies that prevent them occurring.

There will be one score based on the combined exercises and the oral interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**VETERANS
PREFERENCE**

Veterans Preference Credits will be granted in this examination. Veterans Preference Credits are allowed for entrance examinations held on an open basis and 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 PREFERENCE CREDITS.**

CAREER CREDITS

Career Credits will be granted in this examination.

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), the State Personnel Board (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.

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 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.

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.

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TESTING AND SELECTION UNIT
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