

Editorial Technician

DEPARTMENTAL OPEN SPOT – San Francisco



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	<u>FILE IN-PERSON ONLY ON:</u> Tuesday, April 24,2012 Between 10:00 AM and 4:00 PM
WHO CAN APPLY	Persons who meet the minimum qualifications by the file in person date as stated on this bulletin.
HOW TO APPLY	All applicants must complete and return the entire examination packet. Failure to submit all of the required documents may result in rejection from this examination. The examination packet must include the following: <ul style="list-style-type: none">• State Examination Application (Form STD 678)• General Instructions/Affirmation• Training and Experience Questionnaire• Unofficial College Transcripts (COPY) <p>Failure to submit all the required materials in person on Tuesday, April 24, 2012 may result in disqualification from this selection process. NO EXCEPTIONS. All application materials MUST be Filed In-Person. Applicants must bring either a photo Identification card or two forms of signed identification to:</p> <p style="text-align: center;"><u>File in Person Address:</u> Department of Justice 455 Golden Gate Ave., 12th floor San Francisco, CA 94102</p> <p style="text-align: center;"><u>DO NOT MAIL APPLICATIONS TO THE ABOVE ADDRESS, THE STATE PERSONNEL BOARD, VIA INTER-AGENCY MAIL, SUBMIT ONLINE OR BY FAX.</u></p>
SPECIAL TESTING ARRANGEMENTS	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.
SALARY RANGE	\$3001-\$3647 <p>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.</p>
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. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

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MINIMUM QUALIFICATIONS

Either I

Education: Equivalent to graduation from college, preferably with a major in journalism, public relations, English, or a closely related field. Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

Or II

Experience: Two years of experience in the California state service performing the duties of an Editorial Aid. **And**

Education: Equivalent to completion of two years of college, preferably with course work in journalism, public relations, or English. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: A copy of your unofficial transcripts from the college or institute from which you obtained the required education must be attached to your application. Competitors who fail to provide copies of transcripts will be eliminated from the examination.

DEFINITION OF TERMS IN THE MINIMUM QUALIFICATIONS

“Performing the duties” – the applicant must have the amount of experience in State Service in the classification (or on a T&D to the classification) specified.

“Equivalent to graduation from college” – satisfaction of the requirements for a bachelor’s degree from an accredited college.

THE POSITION

Under supervision, the Editorial Technician performs technical work in writing, editing and publishing departmental publications and articles; conducts research; and assists in the preparation and dissemination of news stories regarding departmental activity; and other related work for the purpose of supporting the Department in its effort to effectively communicate with other departments, various constituency groups and the general public.

EXAMINATION INFORMATION

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Editorial Technician 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:

- Technology
- Interpersonal Communications
- Organization
- Research
- Writing & Editing
- Publication

ADDITIONAL REQUIREMENTS

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 prior to appointment. Department of Justice regulations may 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 CREDITS

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.

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) 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.

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



California Department of Justice

EDITORIAL TECHNICIAN

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Editorial Technician. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Editorial Technician position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of six sections:

- Technology
- Interpersonal
- Organization
- Research
- Writing & Editing
- Publication

The T&E Questionnaire is the sole component of the Editorial Technician examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
(916)327-4209
Lucy.Schindehette@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire, in addition to the items listed below, on **04/26/2012** to be considered for this examination process.

The completed Training and Experience Questionnaire, the State Examination Application (Form Std.678) and verification of the required education (copy) must be returned **In-Person on Tuesday, April 24, 2012** to the following address:

File In Person Location:

Department of Justice
Testing & Selection Unit
455 Golden Gate Ave., 12th Floor
San Francisco, CA. 94102

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.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Technology

Editorial Technician incumbents are required to use computers and various computer systems in order to write, conduct research, set up formulas, create graphics, as well as enter, store, and retrieve data for the purpose of supporting the Department in its effort to effectively communicate with other departments, various constituency groups and the general public.

Respond to each of the following statements by indicating how the statement applies to you. Read each item carefully and select the option that best corresponds with your response. Please make only one response per item.

- 1. Utilize a word processing application (e.g., Word or WordPerfect) to write copy for a wide variety of brochures, pamphlets, web pages, and other organizational/departmental materials.***

How would you describe your level of experience using a word processing application to perform the above task?

- I have had no experience or training in using a word processing application but would be willing to learn.
- I have received training in Microsoft Word or another word processing application but have little applied experience.
- I have used Microsoft Word or another word processing application and I am proficient in performing basic word processing functions such as creating and formatting documents, inserting tables, tracking changes, and converting to pdf.
- I have used Microsoft Word or another word processing application and I am proficient in performing intermediate-level functions such as charts/ tables, inserting objects, mail merge, page layout and design, template creation and hyperlink.

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

- I seldom or have not performed this task but would be willing to learn.
- I have performed this task occasionally but it was not a major part of my job(s).
- This task was a major part of one or more of my jobs and I performed it several times a week.
- This task was a major part of one or more of my jobs and I performed it on a daily basis.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- a. I performed this work **within the past year.**
- b. I performed this work **more than 1 year ago but less than 3 years.**
- c. I performed this work **3 or more years ago but less than 5 years.**
- d. I performed this work **5 or more years ago.**
- e. I have not performed this work.

2. Conduct research using on-line resources in the preparation of brochures, pamphlets, organizational/departmental written materials, web pages or when assisting with press releases.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn.

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

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- a. I performed this work **within the past year.**
- b. I performed this work **more than 1 year ago but less than 3 years.**
- c. I performed this work **3 or more years ago but less than 5 years.**
- d. I performed this work **5 or more years ago.**
- e. I have not performed this work.

3. Conduct research using electronic databases and/or other legal resources in the preparation of brochures, pamphlets, web pages, organizational/departmental written materials or when assisting with press releases .

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn.

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

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- a. I performed this work **within the past year**.
- b. I performed this work **more than 1 year ago but less than 3 years**.
- c. I performed this work **3 or more years ago but less than 5 years**.
- d. I performed this work **5 or more years ago**.
- e. I have not performed this work.

Interpersonal

A person working in the Editorial Technician classification depends on the strength of their relationships with co-workers, management, colleagues, and members of the media to disseminate information, arrange meetings or events, and collaborate with stakeholders.

Respond to each of the following statements by indicating how the statement applies to you. Read each item carefully and select the option that best corresponds with your response. Please make only one response per item.

4. Work as part of a team to accomplish information outreach efforts or other publicity related activities in order to raise public awareness of an organization's goals and objectives.

Considering your previous work experience and training, in what "context" did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I'm willing to learn

Considering your previous work experience, how frequently have you performed the above task?

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience, how much time do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

Organizational

An Editorial Technician must possess effective organizational skills in order to ensure assigned tasks are accomplished in an efficient and timely manner.

Respond to each of the following statements by indicating how the statement applies to you. Read each item carefully and select the option that best corresponds with your response. Please make only one response per item.

5. Organize and manage a workload to ensure tasks and projects are completed on time, on a priority basis, and within budget.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

What is the highest level of independence under which you have performed the above task?

- a. My supervisor/lead worked closely with me, gave me directions on most of the parts of my job, and frequently reviewed my work.
- b. My supervisor/lead gave me general instructions and regularly reviewed my work.
- c. My supervisor/lead set goals for me and let me direct the course of my work.
- d. I supervised or led others in completing work for the unit.

How many years of professional experience do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

Research

An Editorial Technician may conduct research related to the image and identity of the Department. Information derived from this research is used to assist management in the decision-making process in disseminating information and support the Department in its effort to effectively communicate with other departments, various constituency groups and the general public.

Respond to each of the following statements by indicating how the statement applies to you. Read each item carefully and select the option that best corresponds with your response. Please make only one response per item.

6. Verify facts, dates, and statistics, using standard reference sources in the preparation of departmental/organizational written materials.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience, how much time do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

7. Conduct research when assisting with the preparation of press releases related to organizational activities.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience, how much time do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

Writing/ Editing

Persons working in the Editorial Technician classification must possess effective writing skills in order to draft a variety of information dissemination materials for a wide audience. Editorial Technicians are also required to read and comprehend a variety of written documents including press releases, requests for information, or other publications.

8. Assist with writing, reviewing and editing press releases for the purpose of disseminating information to the general public.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task?

- a. I seldom or have not performed this task but would be 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.

Considering your previous work experience, how much time do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

9. Read copy or proof to detect and correct errors in spelling, punctuation and syntax on written material.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task?

- a. I seldom or have not performed this task but would be 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.

How many years of professional experience do you have performing the above task?

- a. No experience
- b. Less than six months
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

10. Write material in varying language and tone based on the audience in order to disseminate information.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task?

- a. I seldom or have not performed this task but would be 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

How many years of professional experience do you have performing the above task?

- a. No experience
- b. Less than six months experience
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

Publication

Persons working in the Editorial Technician classification are required to perform the technical work in publishing and distributing departmental publications and materials.

11. Assist in the dissemination of information related to organizational /departmental activity and make recommendations regarding the appropriate method of release.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

What is the highest level of independence under which you have performed the above task?

- a. My supervisor/lead worked closely with me, gave me directions on most of the parts of my job, and frequently reviewed my work.
- b. My supervisor/lead gave me general instructions and regularly reviewed my work.
- c. My supervisor/lead set goals for me and let me direct the course of my work.
- d. I supervised or led others in completing work for the unit.

How many years of professional experience do you have performing the above task?

- a. No experience
- b. Less than six months experience
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

12. Assemble copy and prepare layouts and materials for printing and distribution.

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- a. I performed this work in government employment.
- b. I performed this work in other employment.
- c. I performed this work in an academic setting.
- d. I performed this work as a volunteer for an organization.
- e. I have not performed this work, but I’m willing to learn

Considering your previous work experience, how frequently have you performed the above task?

- a. I seldom or have not performed this task but would be 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

How many years of professional experience do you have performing the above task?

- a. No experience
- b. Less than six months experience
- c. Six months to less than one year
- d. One year to two years
- e. More than two years

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**