

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)
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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