



PRINTING TRADES SPECIALIST TRAINEE (GENERAL)

Examination Code: 7GS23

Examination Type: Departmental Open

Spot Exam: Sacramento and Yolo Counties

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Salary Range:

\$2,786.00 - \$3,328.00

View the [Printing Trades Specialist Trainee \(General\)](#) classification specifications.

CUT-OFF DATES

Applications will be accepted on a continuous basis. Applications received after the cut-off date will be processed in the next exam administration.

Cut-off dates are as follows:

March 31, 2023

June 15, 2023

Note: Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the department. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 if you have not received your results after 4 weeks.

APPLICATION INSTRUCTIONS

Who Should apply:

This is a departmental open, continuous examination administered by the Department of General Services. Anyone who meets the minimum qualifications as stated on this bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis.

Once you have taken this exam, you may not re-take it for **twelve (12) months**.

How to Apply:

Applicants must complete and submit an [Examination Application \(STD.678\)](#) **AND** Qualifications Assessment found at the end of this exam bulletin.

Examination Application (STD. 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

You may submit your examination package by mail to:

**Attention: Examination Unit Office of Human Resources
Department of General Services
P.O. Box 989052
West Sacramento, CA 95798-9052**

Or in person at:

**Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605**

Note: If you personally deliver your Application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam applications (STD. 678), and Qualifications Assessments must be received by the cut-off date to be considered. If an application is received after the cut-off date, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail, or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, please contact:

**California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814**

Phone: (866) 844-8671

Email: CalCareer@CalHR.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must complete and submit the Qualifications Assessment along with their Examination Application (STD. 678). Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Qualifying experience may be combined on a proportionate basis if the Minimum Qualifications stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applications and resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable.

Education information **MUST** include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date.

Applications/resumes received without this information may be rejected.

Your signature on your application indicates that you have read, understood, and possess the qualifications required.

MINIMUM QUALIFICATIONS

Applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:

Experience and education which provide ability to perform successfully as a Printing Trades Specialist at the level and in the specialty for which application is made. (Candidate's application will be screened and those showing qualifications below the "Desirable Qualifications" which follow may be eliminated without further examination.)

Desirable Qualifications

Printing Trades Specialist Trainee (General)

Either I

One year of experience in the California state service at a level of responsibility equivalent to that obtained in the class of Office Assistant (General) or Service Assistant (Duplicating).

Or II

Completion of a formal work experience training program in machine operation, such as those operated under the Manpower Development Training Act (MDTA), the Job Corps, the Neighborhood Youth Corps, the Concentrated Employment Program (CEP), the Work Incentive Program (WIN), or similar programs operated by State, Federal, or local agencies.

POSITION DESCRIPTION

Printing Trades Specialist Trainee (General)

This is the recruiting and developmental class for persons qualified to learn machine operations in one or more areas of a broad range of reproduction and duplication methods. Under close supervision, employees learn to apply safety rules and regulations; select proper machines for each job requirement; select proper papers and films; adjust and regulate machine speed; process different types of masters; maintain supplies; oil, clean, and make minor repairs; and sort, trim, and assemble finished materials.

EXAMINATION SCOPE

This examination consists of the following components:

Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%.

Candidates must attain an overall minimum score of 70% to be placed on the eligible list.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Applicants who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Applicants who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. The safety and health policies and procedures contained in the department's Injury and Illness Prevention Program
2. Basic safe work practices

Ability to:

1. Carry out directions
2. Learn rapidly the operating details of reproduction and duplication equipment
3. Meet deadlines
4. Maintain a clean and safe area
5. Communicate at the level required for successful job performance

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of General Services in Sacramento and Yolo counties. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

Veterans' Preference will be granted for these examinations. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, they shall be ranked in the top rank of the resulting eligible list.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application Form](#) (CalHR 1093) is available online. Additional information on veteran benefits is available at the [Department of Veterans Affairs](#).

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

PREPARING FOR THE EXAMINATION

Suggested resources to have available prior to taking the exams:

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3rd Street, 7th Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: Exams@dgs.ca.gov

California Relay Service: 7-1-1 (TTY and voice). TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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 governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements 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 score.

The Department of General Services (CalHR) 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 the civil service law and rules and all competitors will be notified.

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 must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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.



PRINTING TRADES SPECIALIST TRAINEE (GENERAL) Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Printing Trades Specialist Trainee (General) classification. These examinations provide you the opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The ratings are used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by all state departments to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location(s) and time base(s) you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment is subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

REQUIRED DOCUMENTS

The Qualifications Assessment Package consists of the following:

- Completed, signed, and dated State of California [Examination / Employment Application \(STD. 678\)](#). Refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and signed Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for Minimum Qualifications). For example, if you meet the Minimum Qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver your completed Qualifications Assessment Examination Package to the following address:

**Attention: Examination Unit
Office of Human Resources
Department of General Services
PO Box 989052
West Sacramento, CA 95798-9052**

OR submit in person at the following address:

**Attention: Examination Unit
Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605**

Note:

- Qualifications Assessment Examination Packages postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be included in the next administration for processing.
- Make sure your envelope has **adequate postage including a Postmark date**, if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (Faxes) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

CANDIDATE INFORMATION

Printed Name: _____

Social Security Number: _____

Home Telephone Number: _____

Work Telephone Number: _____

Email Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. IF THIS DOES NOT APPLY TO YOU, please skip this section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

☐ YES

☐ NO

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on the form below.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

- | | |
|-----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (R) Permanent Part-Time |
| <input type="checkbox"/> (K) Limited-Term Full-Time | <input type="checkbox"/> (A) Any |

If all boxes are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

- | | |
|--------------------------------------------|--------------------------------------|
| <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5700) Yolo |
|--------------------------------------------|--------------------------------------|

If all boxes are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may update address and/or availability for employment preference information by accessing their [CalCareer Account](https://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Attention: Examination Unit
Office of Human Resources
Department of General Services
707 3rd Street, 7th Floor
West Sacramento, CA 95605
(916) 376-5400

EXPERIENCE QUALIFICATIONS ASSESSMENT

START THE PRINTING TRADES SPECIALIST TRAINEE (GENERAL) QUALIFICATIONS ASSESSMENT HERE

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or unpaid).

1. Learns to operate proper machines (i.e., mail sorters, bindery machines, load movers, tape machines, bundling machines, typing machines, strapping machines, load lifts, sheet counting machines) for each job requirement to accurately complete the task by hand, under the direction of the lead operator.
 - A. Select one that best relates to the length of your experience performing this task:
 - ☐ 60 plus months
 - ☐ 24 months to 59 months
 - ☐ 0 to 23 months
 - B. Select one that best relates to the frequency; how often you performed this task:
 - ☐ Weekly
 - ☐ Monthly/Quarterly
 - ☐ Semi-Annual/Annual
 - ☐ Never
 - C. Have you performed this task within the last 5 years?
 - ☐ Yes
 - ☐ No
2. Makes minor repairs and adjustments to machines (i.e., mail sorters, bindery machines, load movers, tape machines, bundling machines, typing machines, strapping machines, load lifts, sheet counting machines) to maintain working conditions using appropriate tools (i.e., allen wrench, screwdriver, flathead), under direction of the lead operator.
 - A. Select one that best relates to the length of your experience performing this task:
 - ☐ 60 plus months
 - ☐ 24 months to 59 months
 - ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

3. Performs general bindery inspections for quality and irregularities to ensure finished product meets customer specifications, under direction of the lead operator.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

4. Pulls materials periodically for manual review and verification of quality.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

5. Loads boxes and stacks printed products onto appropriate pallets to ensure correct job request is provided to the appropriate customer using manual and electronic lifts (i.e., jack and fork lifts, load movers), under direction of the lead operator.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

6. Loads tables, bins, conveyors and opens bundled signatures for continuous operation of equipment, under direction of the lead operator.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

7. Reads and understands instructions before working an assignment to ensure product requests meets assignment requirement under direction.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 60 plus months
 - ☐ 24 months to 59 months
 - ☐ 0 to 23 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Weekly
 - ☐ Monthly/Quarterly
 - ☐ Semi-Annual/Annual
 - ☐ Never
- C. Have you performed this task within the last 5 years?**
- ☐ Yes
 - ☐ No
8. Performs housekeeping (i.e., sweeps, and mops floors, empties trash cans) to ensure a clean and safe area.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 60 plus months
 - ☐ 24 months to 59 months
 - ☐ 0 to 23 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Weekly
 - ☐ Monthly/Quarterly
 - ☐ Semi-Annual/Annual
 - ☐ Never
- C. Have you performed this task within the last 5 years?**
- ☐ Yes
 - ☐ No

9. Learns to manually operate load movers, tape machines, bundling machines, typing machines, strapping machines, load lifts, and sheet counting machines to fulfill job requirements, under direction of the lead operator.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

10. Creates load tags and labels to identify products for shipping to appropriate customer using computers and label makers, under direction of the lead operator.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

11. Operates shrink wrap machines and handheld heat guns to meet job requirements in accordance with job specifications, under direction of the lead operators.

A. Select one that best relates to the length of your experience performing this task:

- ☐ 60 plus months
- ☐ 24 months to 59 months
- ☐ 0 to 23 months

B. Select one that best relates to the frequency; how often you performed this task:

- ☐ Weekly
- ☐ Monthly/Quarterly
- ☐ Semi-Annual/Annual
- ☐ Never

C. Have you performed this task within the last 5 years?

- ☐ Yes
- ☐ No

KNOWLEDGE, SKILL, OR ABILITY (KSA) QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill, or ability (KSA). Your knowledge, skill, or ability includes your education, training courses, and/or work experience (paid or not paid).

1. Knowledge of current safety and health policies and procedures contained in the department's Injury and Illness Prevention Program.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

2. Knowledge of basic safe practices.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

3. Ability to carry out directions.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

4. Ability to learn rapidly the operating details of reproduction and duplication equipment.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

5. Ability to meet deadlines.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

6. Ability to maintain a clean and safe area.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

7. Ability to communicate at the level required for successful job performance.

Select one that best describes your knowledge:

- ☐ Extensive Knowledge (have applied this in an actual setting while performing a job)
- ☐ Moderate Knowledge (have performed this task but required general supervision)
- ☐ Limited Knowledge (have education and/or training or have minimally applied it to a job)
- ☐ No Knowledge (no experience, education, or training)

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT
PLEASE COMPLETE AFFIRMATION STATEMENT BELOW

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment AND the Examination Application (STD. 678) is true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. Your signature on your application indicates you have read, understood, and possess the qualifications required.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE