



## **PROOFREADER**

**Exam Code:** 2GS81

**Class Code:** 7265

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

#### **Salary Range:**

Proofreader: \$5,131.00 - \$5,284.00

View the [Proofreader](#) classification specification.

### **CUT-OFF DATES**

Applications are 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 four (4) weeks.

## APPLICATION INSTRUCTIONS

### Who Should Apply:

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take the examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply:

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

Examination / Employment 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 application 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 submit 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 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. Application Packages received after the cut-off date will be processed in the next exam administration.

### **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](mailto: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 THIS EXAMINATION**

Applicants must complete and submit the Examination / Employment Application (STD. 678) **and** Qualifications Assessment. Applicants 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 of California state service will count towards 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, applicants 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(s). Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

## **Proofreader**

### **Either I**

Experience: One year of experience either:

1. As a journeyperson linotype or monotype operator or compositor; or
2. Reading and marking book or magazine proofs for publication; or
3. Proofreading during apprenticeship as a compositor or typesetting machine operator; or
4. Professional editing work which must have included preparing material for printing.

### **Or II**

Two years of experience in the California state service performing the duties of the class of Copyholder.

## **POSITION DESCRIPTION**

### **Proofreader**

Proofreader reads, marks proof, and assist with proof work, and other related work. Typical tasks include, but are not limited to, reads, checks, and corrects gallery and page proofs; works individually or with copyholder and compares printer's proofs with the copy; marks on the proofs typographical errors, spelling, headings, subheadings, styles and sizes of type, and notes errors in grammar and syntax for review by a Composing Supervisor; reads and revises job proof; approves stone, offset reproductions and press proofs; and assists in marking copy for style.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Qualifications Assessment** - Weighted 100% of the final score.

Applicants must attain an overall minimum score of 70% to be placed on the eligible list(s).

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skills, 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 applicants 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:** Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

**Proofreader:**

**A. Knowledge of:**

1. English, word usage, word division, syntax, spelling, pronunciation, and punctuation
2. Proofreading procedures, symbols, and terminology, type families, printer's point sizes and spacing

**B. Ability to:**

1. Detect improper word divisions, proofread, detect wrong fonts, broken or defective type, bad spacing, improper display

**C. Special Personal Characteristic:**

1. Clear enunciation
2. Freedom from speech impediments
3. Hearing adequacy within speech frequencies

## **ELIGIBLE LIST INFORMATION**

**Servicewide, Open** eligible lists for the **Proofreader** classification will be established for all State of California departments. Names of successful competitors will be merged onto the eligible lists in order of final score, regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. 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 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 THIS 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](mailto: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 these examinations, which are competitive. Possession of the entrance requirements does not assure a place on the eligible list(s). Your performance in the examinations described on this bulletin will be compared with the performance of the others who take these test(s), and all applicants 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 these examinations were planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**General Qualifications:** Applicants 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.

**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.

**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.



## **PROOFREADER Qualifications Assessment**

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### **GENERAL INTRUCTIONS**

#### **READ INSTRUCTIONS CAREFULLY**

This Qualifications Assessment is the examination for the Proofreader classification. This examination provides 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(s) in the Proofreader examination. If successful, your name will be placed on the eligible list(s). The list(s) will be used by all state departments to fill existing positions. A "Conditions of Employment" form is included to 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

### **EXAMINATION 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 Packages postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be processed in the next exam administration.
- Make sure your envelope has **adequate postage**, if submitting via mail.
- 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 they 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**

## EXPERIENCE QUALIFICATIONS ASSESSMENT

### START THE PROOFREADER 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. Verify the correct content and style of citation, as determined by document type, for all citations made to state and federal constitutions, codes, regulations, case law, publications, and citations to other recognized authorities.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

2. Review Portable Document Format (PDF) and Job Access With Speech (JAWS) software files and documents by marking up PDF proofs for pronunciation accuracy of bookmarking, cross-linking of table of contents, index pages, and text pages to produce error-free publications, and to ensure compliance including the Americans Disabilities Act (ADA).

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

3. Work independently to proofread drafts to ensure accurate spelling and grammar, conformity to office style, logical flow, and readability.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

4. Review documents for clarity, readability, and consistency.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

5. Assist with proof work by reading, marking, verifying, and comparing proofs with customer content to determine content consistency.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

6. Facilitate timely document tracking and turnaround by using computer software to track, move, and locate requests.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

7. Check requests and published documents to ensure all required parts and attachments are appropriate for specific document types.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 36 or more months
  - ☐ 24 to 35 months
  - ☐ 12 to 23 months
  - ☐ 0 to 11 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Yearly
  - ☐ Never
8. Make documents accessible where appropriate or upon request.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 36 or more months
  - ☐ 24 to 35 months
  - ☐ 12 to 23 months
  - ☐ 0 to 11 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Yearly
  - ☐ Never

9. Respond to inquiries regarding matters pertaining to proofreading.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 36 or more months
  - ☐ 24 to 35 months
  - ☐ 12 to 23 months
  - ☐ 0 to 11 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Yearly
  - ☐ Never
10. Ensure document content is consistent with agency style, rules, conventions, and guidelines.
- A. Select one that best relates to the length of your experience performing this task:**
- ☐ 36 or more months
  - ☐ 24 to 35 months
  - ☐ 12 to 23 months
  - ☐ 0 to 11 months
- B. Select one that best relates to the frequency; how often you performed this task:**
- ☐ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Yearly
  - ☐ Never

11. Check document drafts for correct set out per office style conventions.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

12. Verify requests are accurate to ensure each change marked by the author has been correctly incorporated.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never



13. Verify the body and digest of each document for the correct usage, wording, presence of identifying tags, and order of placement.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

14. Verify correct use of spelling and abbreviation of Latin terms or phrases in all document types.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

15. Assist in preparing training materials and providing training to other staff to help them gain skills and knowledge required to complete assignments.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

16. Evaluate factual accuracy of drafts against requester-provided materials and online resources.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

17. Evaluate requests using specialized computer software and online resources.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

18. Communicate with staff on the status of resolution requests.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

19. Perform proof work by comparing and verifying proofs, reading, and marking suggested changes against author's copy, press sheets and digital samples utilizing XPP, MS Word, Adobe Acrobat, InDesign and related software.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

20. Collaborate with colleagues to verify content, make suggestions, and conduct research through the web, publications, and resource materials to perform copy editing, document memorandums, publications, manuals, and fact sheets.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

21. Consult with management, production staff, and customers to adjust priorities, clarify and make recommendations, resolve questions and discrepancies, and to ensure error-free proof on jobs.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

22. Complete checklists by recording and tracking accurate production time.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

23. Reconcile proofs and completed assignments using process checklist and adhering to procedures.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

24. Electronically mark corrections and queries legibly and concisely with appropriate and consistent use of professional proofreading marks.

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

- ☐ 36 or more months
- ☐ 24 to 35 months
- ☐ 12 to 23 months
- ☐ 0 to 11 months

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

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Yearly
- ☐ Never

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT.**

**PLEASE COMPLETE THE CONDITIONS OF EMPLOYMENT, LOCATIONS(S) YOU ARE WILLING TO WORK, AND AFFIRMATION STATEMENT ON THE FOLLOWING PAGES.**

## **CONDITIONS OF EMPLOYMENT**

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

### **TYPE OF APPOINTMENT YOU WILL ACCEPT**

**Select one box only next to the type of employment you will accept.** Select **(A)** if you are willing to accept any type of employment.

- ☐ **(A) Permanent or Limited Term – Full Time, Part Time, or Intermittent**
- ☐ **(C) Permanent or Limited Term – Full Time Only**
- ☐ **(M) Permanent or Limited Term – Part Time or Intermittent Only**
- ☐ **(D) Permanent Only – Full Time Only**
- ☐ **(K) Limited Term Only – Full Time Only**
- ☐ **(R) Permanent – Part Time or Intermittent OR Limited Term – Full Time, Part Time, or Intermittent**

If 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

☐ (0005) **ANYWHERE IN THE STATE** – If checked, no further selection is necessary

### NORTHERN CALIFORNIA

- |                                           |                                            |                                          |
|-------------------------------------------|--------------------------------------------|------------------------------------------|
| <input type="checkbox"/> (0400) Butte     | <input type="checkbox"/> (2300) Mendocino  | <input type="checkbox"/> (4600) Sierra   |
| <input type="checkbox"/> (0600) Colusa    | <input type="checkbox"/> (2500) Modoc      | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa       | <input type="checkbox"/> (4900) Sonoma   |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada     | <input type="checkbox"/> (5100) Sutter   |
| <input type="checkbox"/> (1100) Glenn     | <input type="checkbox"/> (3100) Placer     | <input type="checkbox"/> (5200) Tehama   |
| <input type="checkbox"/> (1200) Humboldt  | <input type="checkbox"/> (3200) Plumas     | <input type="checkbox"/> (5300) Trinity  |
| <input type="checkbox"/> (1700) Lake      | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5700) Yolo     |
| <input type="checkbox"/> (1800) Lassen    | <input type="checkbox"/> (4500) Shasta     | <input type="checkbox"/> (5800) Yuba     |

### CENTRAL CALIFORNIA

- |                                              |                                               |                                                 |
|----------------------------------------------|-----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> (0100) Alameda      | <input type="checkbox"/> (2000) Madera        | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine       | <input type="checkbox"/> (2100) Marin         | <input type="checkbox"/> (4100) San Mateo       |
| <input type="checkbox"/> (0300) Amador       | <input type="checkbox"/> (2200) Mariposa      | <input type="checkbox"/> (4300) Santa Clara     |
| <input type="checkbox"/> (0500) Calaveras    | <input type="checkbox"/> (2400) Merced        | <input type="checkbox"/> (4400) Santa Cruz      |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2600) Mono          | <input type="checkbox"/> (4800) Solano          |
| <input type="checkbox"/> (1000) Fresno       | <input type="checkbox"/> (2700) Monterey      | <input type="checkbox"/> (5000) Stanislaus      |
| <input type="checkbox"/> (1400) Inyo         | <input type="checkbox"/> (3500) San Benito    | <input type="checkbox"/> (5400) Tulare          |
| <input type="checkbox"/> (1500) Kern         | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5500) Tuolumne        |
| <input type="checkbox"/> (1600) Kings        | <input type="checkbox"/> (3900) San Joaquin   |                                                 |

### SOUTHERN CALIFORNIA

- |                                             |                                                |                                               |
|---------------------------------------------|------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> (1300) Imperial    | <input type="checkbox"/> (3300) Riverside      | <input type="checkbox"/> (4200) Santa Barbara |
| <input type="checkbox"/> (1900) Los Angeles | <input type="checkbox"/> (3600) San Bernardino | <input type="checkbox"/> (5600) Ventura       |
| <input type="checkbox"/> (3000) Orange      | <input type="checkbox"/> (3700) San Diego      |                                               |



## **ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful applicants may update address and/or availability for employment preference information by accessing their [CalCareer Account](https://www.calcareers.ca.gov) ([www.calcareers.ca.gov](https://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

## **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:**

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**PRINTED NAME:**

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**DATE:**

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**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE.**