



# **AUDIO-VISUAL ASSISTANT**

**Exam Code: 3FT20**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** August 18, 2023

## **CLASSIFICATION DETAILS**

**AUDIO-VISUAL ASSISTANT** – \$4,588.00 - \$5,744.00 per month

[View the Audio-Visual Assistant classification specification](#)

## **APPLICATION INSTRUCTIONS**

Final Filing Date: August 18, 2023

### **Who Should Apply:**

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

All applicants must meet the education and/or experience requirements as stated on this examination announcement.

### **How To Apply:**

Applications (STD. 678) are available at CalHR's website:

<https://calcareers.ca.gov/pdf/std678.pdf>.

Unfortunately Electronic/Email applications are not an option when applying for exams. Applications can only be filed either in person or by mail:

**Postmarked by mail to:**

Franchise Tax Board  
ATTN: Examination Unit  
P.O. Box 550  
Sacramento, CA 95812-0550

**Dropped-Off by the Final Filing Date to\*:**

Franchise Tax Board  
Welcome Center, Main Lobby  
Sacramento Building, Examination Unit  
9646 Butterfield Way  
Sacramento, CA 95827

\* The Welcome Center may be non-operational on weekends and holidays.

**APPLICATIONS MUST CONTAIN ORIGINAL SIGNATURES.**

If signatures are missing on your application and are not submitted by the close date of the exam, scores will not be recorded, and candidates will have to wait 9 months before being eligible to re-take the exam. It is also the candidate's responsibility to follow up with the Franchise Tax Board (FTB) Examination Unit to make sure sign applications were received.

Applications (STD.678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted.

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.

**NOTE: TO TAKE THIS EXAMINATION, YOU MUST PROVIDE AN EMAIL ADDRESS ON YOUR APPLICATION. All other examination notifications will be sent by US mail.**

**Special Testing Arrangements:**

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

Franchise Tax Board  
ATTN: Examination Unit  
P.O. Box 550

Sacramento, CA 95812-0550

Phone: (916) 845-3608

Email: [ExamStaff@ftb.ca.gov](mailto:ExamStaff@ftb.ca.gov)

Additionally, please select the "Reasonable Accommodations" box when filling out the application.

California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY phones and (800) 735-2922 from voice phones.

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

## MINIMUM QUALIFICATIONS

All 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.

Applications MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

Applications received without this information may be rejected.

**NOTE:** It is especially important that each applicant take special care to fill out their application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

## AUDIO-VISUAL ASSISTANT

Three years of experience in commercial artwork. (College work in art or a related field may be substituted for up to two years of the required experience on a year-for-year basis.)

## PROOF OF EDUCATION

Applicants using education to meet the minimum requirements must provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application. If an applicant is not able to provide proof of education from a recognized institution at the time of hire, their name may be removed from the eligible list(s).

## FOREIGN DEGREES

Applicants with foreign transcripts must provide an official/unofficial foreign transcript evaluation that indicates the number of units to which his/her foreign course work is equivalent. FTB accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

**NOTE:** All documents submitted become the property of the FTB. Do not submit original diplomas with the examination application.

## POSITION DESCRIPTION

### AUDIO-VISUAL ASSISTANT

Under supervision, to assist in the design, creation, and production of a wide variety of audio and visual aid materials for communication purposes; to act in a lead capacity as assigned; and to do other related work.

Creates and produces graphic material for publications such as brochures, booklets, reports and posters; plans and produces illustrations, renderings, showcards, projectuals, storyboards, maps, charts, graphs, film titles and animation; makes printing arrangements, provides recommendations to clients on methods and materials pertaining to communication needs; creates, produces and prepares slide shows and multimedia shows, exhibits, projectuals and wall displays; produces sound tapes and video tapes; operates a wide variety of audio-visual equipment.

Positions exist throughout the state.

## EXAMINATION SCOPE

This examination consists of the following components:

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

The examination will consist solely of a **Qualifications Assessment**. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

Candidates who do not complete or submit the qualifications assessment by the due date will be disqualified.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. Materials, equipment, techniques, methods and procedures for producing graphics, slide shows and exhibits.

**Ability to:**

1. Read and write English at a level required for successful job performance.
2. Convert narrative material to visual form using publication, film or exhibit media.
3. Conduct subject research.
4. Create and design graphics and layouts.
5. Illustrate, retouch photos, write copy, select type and specific copy for type, letter, airbrush, and paste-up.
6. Prepare color separations and mechanicals.
7. Coordinate allied services.
8. Fabricate exhibits.
9. Plan and produce slide shows, graphics and film animation.
10. Direct photography.
11. Learn sound recording and synchronizing techniques.
12. Learn to operate and instruct others in operation of projectors, recorders, players, programmers, video systems and multimedia systems.
13. Analyze situations accurately and take effective action.
14. Speak effectively and read and write English at the level required for successful job performance.

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Audio-Visual Assistant classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the 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, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 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 of this examination.

## EXAMINATION INFORMATION

**NOTE: TO TAKE THIS EXAMINATION, YOU MUST PROVIDE AN EMAIL ADDRESS ON YOUR APPLICATION. All other examination notifications will be sent by US mail.**

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email the **week of September 25, 2023**, which will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination.

**It is the candidate's responsibility to read the letter that is enclosed with their acceptance notice which provides specific instructions/dates about the QA link. It is also the candidate's responsibility to contact Franchise Tax Board's Examination Unit at (916) 845-3608 or email [ExamStaff@ftb.ca.gov](mailto:ExamStaff@ftb.ca.gov) if they have not received the QA link by the date indicated on the letter.**

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**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.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

Franchise Tax Board  
Welcome Center, Main Lobby  
Sacramento Building, Examination Unit  
9646 Butterfield Way  
Sacramento, CA 95827

Bulletin Date: 7/31/2023

Phone: (916) 845-3608

Email: [ExamStaff@ftb.ca.gov](mailto:ExamStaff@ftb.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 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 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (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 civil service laws and rules and all applicants 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) servicewide 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 in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> 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 competitor 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.