



## Executive Secretary 1

Class Code: 1247 – Exam Code: 3PB36

Department(s): State of California  
Opening Date: 11/2013  
Final Filing Date: Scheduling dates set periodically  
Type of Examination: Servicewide, Open

### INTRODUCTION

Please continue to monitor this bulletin for future test dates and locations.

### EEO

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

### 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.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Written Examination at any time.

Once you have taken the Written Examination, you may not retake it for 12 months.

### FILING INSTRUCTIONS

Self-scheduling for this examination is offered on a first- come- first served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling exam dates will be made available as demand warrants.

**Self-Scheduling Opens**

**Written Exam Date(s)**

**Location**

**Testing for other areas to be determined**

**\*\*\*\*\*Additional dates forthcoming, please check back periodically.\*\*\*\*\***

#### HOW TO APPLY:

**To self-schedule yourself for a written test date, you must first establish a profile.**

**Carefully follow the instructions below:**

- 1) Go to website <https://jobs.ca.gov>
- 2) Find this Exam Bulletin in the "Search Exam and Job Vacancies" window.

- 3) Read this Exam Bulletin carefully for minimum qualifications, written test information; test dates and scheduling information.
- 4) Scroll to the bottom of this Exam Bulletin to the "Taking the Exam" header. Click on the "Click here to apply for and to self-schedule the Executive Secretary 1 written exam" link.
- 5) Enter your User ID and Password or create a new profile if you do not currently have one.
- 6) Answer the "Equal Employment Opportunity", the "Personal Information", and the Minimum Qualifications" questions.
- 7) Review the available test dates and times and make your selection
- 8) Print out two copies of the "Notice to Appear". You will need to bring a copy to the exam.

**WHERE TO APPLY: Click on the link at the bottom of this bulletin.**

#### **TIPS**

- 1) Save/Bookmark this bulletin page under your browser's favorites, so that you don't have to search for it again when you are about to schedule.
- 2) Keep in mind when signing-in that your User I.D. and Password are case sensitive.
- 3) Make sure are using one of the following browsers:

Safari  
Firefox  
Google Chrome  
Internet Explorer 8

**If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.**

**Check the bulletin regularly for future written test dates and locations.**

**ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE TAKING THE EXAM SECTION OF THIS BULLETIN TO BEGIN AND COMPLETE THE SCHEDULING PROCESS.**

#### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources  
Examination and Selection Services Section  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**Additionally, please select the "Reasonable Accommodations" box during the self-scheduling process.**

#### **SALARY INFORMATION**

\$3,020.00 - \$3,782.00

#### **ELIGIBLE LIST INFORMATION**

An open, service wide eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the

eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Written Examination to reestablish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## **MINIMUM QUALIFICATIONS**

### **Either 1**

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

### **Or 2**

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

## **POSITION DESCRIPTION**

This is the advanced journeyman level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive. Incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations or large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised, a considerable amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and non - routine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts.

## **EXAMINATION INFORMATION**

### **WRITTEN TEST – WEIGHTED 100%**

The examination will consist solely of a written test, multiple choice, and weighted 100%. To obtain a position on the eligible list a minimum score of 70% is required. The written test is designed to evaluate a candidate's knowledge in the areas of Situational Judgment, Written Communication, and Analysis. To obtain a position on the eligible list, a minimum score of 70% must be attained.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Knowledge of office methods and systems (e.g., filing, record management, mail processing, terminology) to perform administrative work.
2. Knowledge of the structure and content of the English language including the meaning and

spelling of words, rules of composition, grammar, and punctuation to produce clear and correct work for a broad group of readers and/or audiences.

3. Knowledge of principles and processes for providing excellent customer service to establish and/or maintain professional relationships and in the completion of work assignments.

Ability to:

1. Ability to comprehend written sentences and paragraphs to adequately complete assignments.
2. Ability to prioritize workload (i.e., time management) in order to meet deadlines.
3. Ability to review, evaluate, and edit documents, to produce quality work.
4. Ability to analyze situations accurately and respond effectively in high stress situations ( e.g., complaints, emergencies, staff issues).
5. Ability to analyze a project or assignment in order to determine how complete it in the most accurate and efficient manner.
6. Ability to analyze written information to determine importance of correspondence.
7. Ability to interpret and apply departmental policies and State and Federal laws and regulations to complete assignments including those that contain confidential/ sensitive material.
8. Ability to read correspondence and assess importance in relation to formality, nature, pertinence (e.g., deadlines) and source.

#### VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

#### 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.

#### CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811

1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

#### GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

**If a candidate's notice** of written test fails to reach him/her 3 days prior to their scheduled appointment.,

he/she must contact CalHR at 1-866-844-8671.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**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 this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, and 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.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available [online](#), and at the Department of Veterans Affairs.

Bulletin Revision Date: 07/07/2017

## **TAKING THE EXAM**

**You must schedule yourself to participate in this written examination. Self-scheduling for this examination is offered on a first-come-first served basis for each written exam date.**

**Click the link below to file for the Executive Secretary 1 exam.**

**Notice: The retake period for this examination is twelve (12) months.**

**Additionally, if you have a disability please select the “Reasonable Accommodations” box during the self-scheduling process.**

**[Click here to Apply and Schedule for the Written Test for Executive Secretary 1.](#)**