



## **Office Technician Series (LEAP)**

**LEAP Office Technician (General)**

**LEAP Office Technician (Typing)**

**Exam Code: 6PB48**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Office Technician (General and Typing)** – \$2,868 - \$3,656 per month.

View the [classification specification](#) for the Office Technician (General and Typing) classification.

### **INTRODUCTION**

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, is designed to determine if the applicant satisfies the minimum qualifications of the classification to which he or she seeks an examination appointment.

The Limited Examination and Appointment Program (LEAP) is designed to help persons with disabilities obtain employment in the California state service. Taking this LEAP assessment is an alternative to the traditional testing process. An applicant must have a LEAP certification from the Department of Rehabilitation (DOR) to be able to take this LEAP assessment. To learn about LEAP certification visit DOR's website and access the [DOR LEAP certification page](#).

To participate in LEAP, applicants must first be placed on a LEAP-referral list for the LEAP-certified classification to which the applicant seeks an examination appointment.

All applicants must satisfy the following eligibility criteria for placement on a LEAP-referral list.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Those who meet **all** of the following criteria:

1. Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities;
2. Individuals with a Limited Examination and Appointment Program (LEAP) certification from the State Department of Rehabilitation;
3. Individuals who satisfy the minimum qualifications stated on this assessment bulletin.

You may contact the Department of Rehabilitation to find out how to obtain a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 558-5300, TTY (916) 558-5302, or online at [www.dor.ca.gov](http://www.dor.ca.gov).

Once you have passed this assessment, you may not retake it for **24 months**.

### How To Apply:

The link to connect to the LEAP assessment for this classification is located farther down on this bulletin in the "Taking the Assessment" section.

### 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 16<sup>th</sup> 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

## 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.

### Office Technician (General)

#### Either 1

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

#### Or 2

**Experience:** Two years of clerical experience. [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.]

### Office Technician (Typing)

#### Either 1

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

#### Or 2

**Experience:** Two years of experience in typing and clerical work. [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

### Office Technician (General and Typing)

The advanced journey level of the clerical classes. Incumbents perform a variety of the most difficult duties and are expected to consistently exercise a high degree of initiative,

independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

### **Office Technician (Typing)**

Distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of general office duties. Typically, typing encompasses a significant portion of the work time.

## **ASSESSMENT SCOPE**

This assessment consists of the following component:

### **Minimum Qualifications Assessment – Pass or Fail.**

To obtain a position on the referral list, a pass result must be received. Applicants will receive their result upon completion of the Minimum Qualification Assessment.

## **REFERRAL LIST INFORMATION**

A servicewide, open eligible list for the **Office Technician (General and Typing)** classification will be established for:

State of California (all State of California departments, statewide)

The names of individuals who successfully pass the Minimum Qualifications Assessment are merged onto a LEAP Referral List for the **Office Technician (General and Typing)** classification. Candidates who pass the Minimum Qualifications Assessment will remain on the list for 24 months. All State departments may use these Referral Lists to select candidates for vacant positions.

LEAP Referral List eligibility expires 24 months after it is established. Competitors must then retake the **Office Technician (General and Typing)** Minimum Qualifications Assessment to reestablish list eligibility.

## **TAKING THE ASSESSMENT**

Take the assessment for the [Office Technician Series \(LEAP\)](#) classification.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> 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)

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## 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 minimum qualification stated on this bulletin, you may take this assessment. Possession of the entrance requirements does not assure a place on the referral list. Your performance in the assessment described in this bulletin will be rated and all applicants who pass will be placed on the referral list.

The California Department of Human Resources (CalHR) reserves the right to revise the assessment plan to better meet the needs of the service, if the circumstances under which this assessment 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.

Veterans' Preference: 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. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.