

**08440**  
**Department of Justice**  
**Post & Bid Position Announcement**  
**Bargaining Units 1 and 4**



1. Reference # : 002OAT      2. Position Number : 420-723-1379-001      3. Date of Posting : May 30, 2002  
 4. Classification : Office Assistant (T)      5. Salary Range : \$1,908 - \$2,515  
 6. Pay Differentials That Apply To Position : NONE  
 7. Working Hours of Position : M - F 7:00 AM - 5:00 PM  
 8. Department of Justice Location : 4949 Broadway, Room H-216, Sacramento, 95820  
 (If selected and the position requires a relocation the Department        will   √   will NOT provide relocation assistance.)

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specification (Education and or Experience) :  
 One year experience with California state service performing the duties of Assistant Clerk - OR - equivalent to completion of the 12<sup>th</sup> grade; or completion of a business school curriculum; or completion of a clerical work experience training program. (One year of clerical work experience may be substituted for the required education.)  
<http://www.spb.ca.gov/wwwcp1rd.cfm>

B. Technical & Professional Skills & Abilities :  
 General office skills: typing, mail and document handling; filing and records management; document preparation and review; statistical and other record keeping; and ordering and maintaining supplies and equipment.

C. License and/or Certification Requirements :  
 Type at a speed of not less that 40 words per minute.

D. Physical Requirements to Perform Essential Functions :  
 Light lifting, prolonged keyboard activity, prolonged telephone use

E. Other Departmental Requirements :  
 Standard Fingerprint clearance

F. Duty Statement/Description of Duties : [http://www.caag.state.ca.us/careers/pnb\\_PDF/VCIC\\_SO1.pdf](http://www.caag.state.ca.us/careers/pnb_PDF/VCIC_SO1.pdf)

10. Final Date and Time for Receiving Bid : June 8, 2002, close of business  
 11. Where to Obtain Bid Form : <http://www.caag.state.ca.us/careers/pnb.htm>  
 12. Submit Bid to:  
 Department of Justice  
 Post & Bid Coordinator  
 Personnel Programs  
 1300 I Street, 7th Floor  
 Sacramento, CA 95814  
 Phone # (916) 323-5580  
 Fax # (916) 327-4274  
 13. Window period employee must be available for contact (unit 1 & 4 Only) : From : 06/19/02 To : 06/26/02  
 (If selected, you must report in no less than 14 calendar days and start date must be within 30 calendar days unless agreed  
 14. Expected Reporting Date To Position (Unit 11 Only) : N/A  
 (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.) Revised