



**OFFICE OF LEGISLATIVE COUNSEL
PROOFREADER
CONTINUOUS TESTING
OPEN, SPOT EXAMINATION - SACRAMENTO**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is an objective of the State of California to achieve a drug-free 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 MAY APPLY: This is an open spot examination for the Office of Legislative Counsel. Applicants who meet the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

HOW TO APPLY: Submit a State application form (STD. 678) in person or by mail with:

Office of Legislative Counsel
Human Resources Office
925 L Street, Suite 900
Sacramento, CA 95814

State application forms (STD. 678) are available on the Internet at <http://jobs.ca.gov>.

FINAL FILING DATE: Continuous testing – No Final file Date. The Office of Legislative Counsel will accept examination applications on a continuous basis. Cut-off dates will be scheduled periodically.

NOTE: A candidate may be tested only once during a 12-month testing period.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box in #2 of the "Application for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Written Test Date: Written tests are scheduled as conditions warrant. Candidates are notified by mail, a minimum of two (2) weeks prior to their scheduled written test.

SALARY RANGE: \$4,277 - \$4,405

ELIGIBLE LIST INFORMATION: A departmental open eligible list will be established for the Office of Legislative Counsel. The eligible list will be used to fill vacancies in Sacramento only. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates 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.

Either I

Experience: One year of experience either:

1. As a journeyman 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.

Special Personal Characteristic: Willingness to accept increasingly difficult levels of responsibility with a high level of attention to detail.

THE POSITION: Working independently or in a team environment, critically reads, reviews, and edits legislative proposal drafts prepared by Legislative Counsel Bureau attorneys; identifies and resolves inconsistencies and other problems in the drafts; advises attorneys on technical drafting aspects; evaluates logical flow and readability of drafts for nontechnical readers; reviews, edits and electronically produces various publications; and reads and scans various legal documents visually as well as by using electronic comparison software. Identifies possible usage problems in drafting, editing, and typing; reviews text for logic and expression in addition to typographical and grammatical errors;

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analyzes measures for conflicts and drafts conflict amendments; maintains flexibility, frequently adapting to deadlines and workflow requirements. **Positions exist in Sacramento only.**

EXAMINATION INFORMATION: WRITTEN TEST – WEIGHTED 100%

This examination will consist of a written test weighted 100%. The written test will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written test. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED FROM THE EXAMINATION.**

SCOPE OF EXAMINATION

A. Knowledge of:

1. Knowledge of the English language, including rules of composition, syntax, grammar, spelling, word usage, word division, punctuation, symbols, diacritical marks, and an extensive working vocabulary.

B. Skill to:

1. Skill to effectively communicate in a concise, coherent, and professional manner, in both oral and written formats, with coworkers and legal and other staff of the Office of Legislative Counsel.
2. Skill to mark corrections and queries legibly and concisely, with appropriate and consistent use of professional proofreading marks.

C. Ability to:

1. Ability to spell correctly, to apply rules of grammar appropriately in context, and to read, write, and comprehend the English language at a level required for successful job performance as a Proofreader.
2. Ability to follow oral and written instructions to effectively complete assigned duties.

Veterans' Preference will be granted in this examination.

Please see general information below for important changes to Veterans' Preference effective January 1, 2014.

Career Credits will not be granted in this examination.

GENERAL INFORMATION

If the examination has a written feature, it is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Office of Legislative Counsel Human Resources Office, (916) 341-8330, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department and the Office of Legislative Counsel Human Resources Office. The application form (STD. 678) is also available in several formats on the website at <http://jobs.ca.gov/profile/StateApplication>.

If you meet the requirements stated on this 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 compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of Legislative Counsel 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 law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will 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 experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans' Preference: Veterans' preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay Service: TDD: 1-800-735-2929 Voice: 1-800-735-2922