

# State Exams California Office Technician Study Guide

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2020/21 - Career Opportunities

## Current Exams - California

An Office Technician (General) is a more advanced office position that regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Some Office Technicians may guide, train, or assist less experienced clerical employees.

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## Get a State Job - CalCareers

ACCESS TO THE EXAM: The online Office Technician written examination is a 90 minute timed examination. Once you start the examination, you will have 90 minutes to complete the entire examination. There is no way to pause, stop, or reset the timer once you start. Please ensure you have the full 90 minutes to take the online examination.

## California Office Technician Practice Tests - JobTestPrep

Civil Service CA Office Technician Test Practice. Get prepared for your civil service Office Technician exam with JobTestPrep. We offer an exclusive collection of questions and practice tests found nowhere else on the web. Go into your exam feeling confident, score high, and set yourself apart from other applicants. Total Tests: 48.

## Office Technician (General) - State of California

Office Technician (General) Exam Code: 4PB2401  
Office Technician (Typing) Exam Code: 4PB2402  
Department: State of California Exam Type:  
Servicewide, Open Final Filing Date: Continuous  
CLASSIFICATION DETAILS Office Technician (General)  
- \$3,087.00 - \$3,984.00 per month Office Technician  
(Typing) - \$3,144.00 - \$4,053.00 per month

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Here is the link to the Office Technician bulletin: <https://calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=4PB2402>. Scroll down to the link to the official bulletin. That PDF download will give you a link to the online exam option and a link to the study guide. I googled similar questions and studied those.

### **State Of California Typing Certification**

The California Department of Corrections and Rehabilitation (CDCR), Office of Workforce Planning is providing the Departmental Examination Schedule for Fiscal Year (FY) 2020/21. This Examination Schedule identifies the anticipated bulletin release date for each examination or notes the status of an examination in the current FY.

### **Office Assistant (General) and (Typing) Examination**

Examination Information. Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam. The Official Office Assistant (General) and (Typing) Class Specification ; General State Civil Service Examination ...

### **Assessments | State of California - Office of the Attorney ...**

6 State of California Office Technician interview

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questions and 6 interview reviews. Free interview details posted anonymously by State of California interview candidates. ... Usually there is an MS Office Suite software or handwriting test. I've been steadily interviewing for three years with the State of California for all kinds of positions.

### **Classifications, Salary Ranges, and Exams - Career ...**

Current Exams. California has a merit-based civil service selection system. This ensures the state hires and promotes people based on job-related qualifications. Before you can work for the state, you need to take and pass an examination for the specific job classification. Some positions are temporary and do not require an examination.

### **Bing: State Exams California Office Technician**

The Office Technician (General & Typing) examination has a 90 minute time limit, so it is important that you work quickly, but not so fast as to become careless. Always read all the possible choices before selecting your answer. If you do not know the answer to a question, it is usually best to skip it and move on to the others questions.

### **Office Technician (Typing) - CalCareers**

OFFICE TECHNICIAN(TYPING) Final File Date:  
Continuous Monthly Salary: \$3,144.00 ... An entrance

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examination is defined, under the law, as any open competitive examination. ... EEO: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability ...

### **Working as an Office Technician at State of California ...**

Office Assistant Examination; State Employees. Current Employee. Analyst Virtual Help Desk ... (General), Office Assistant (Typing), Office Technician (General) and Office Technician (Typing) may instruct, lead or supervise inmates, wards or resident workers. ... One year of experience in California state service performing clerical duties at a ...

### **Office Assistant/Technician Consolidated Series - CalHR**

Reviews from State of California employees about working as an Office Technician at State of California. Learn about State of California culture, salaries, benefits, work-life balance, management, job security, and more.

### **State of California Office Technician Interview Questions ...**

State of California Typing Test. For certain State of California Job classifications, a typing certificate is required. Most commonly, you'll need these certificates for the Office Technician and Office Assistant classifications. For both the Office

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Technician and Office Assistant classifications you'll find 2 forms, (Typing) or (General).

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### **Office Tech Exam Questions : CAStateWorkers**

No exam required as this is a non-testing training classification: \$2,265 - \$2,571: ... Office Technician, Typing: Office Technician, Typing: \$3,144 - \$3,935: ...  
[Link to California State website](#) [Link to California Department of Corrections and Rehabilitation website](#)

### **Online Office Technician Written Examination ... - California**

OFFICE TECHNICIAN (GENERAL AND TYPING) (LEAP)  
LEAP MINIMUM QUALIFICATIONS ASSESSMENT  
(READINESS EVALUATION) Exam Code: 6PB48  
Department: State of California Exam Type:  
Servicewide, Open Final Filing Date: Continuous  
CLASSIFICATION DETAILS Office Technician (General) -  
\$ 3,087-\$3,984.00 per month. Office Technician  
(Typing) -\$

## **Office Technician (General and Typing) (LEAP)**

Please note that many exams for classifications used by the Department are given by the California Department of Human Resources and can be accessed at [jobs.ca.gov](http://jobs.ca.gov) . For more information about applying for jobs, visit [Getting a State Job](#). The yearly Examination Plan can be accessed at [2020 Department of Justice Exam Plan, pdf](#).

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