Service Center's

Step by Step Instructions for Self Scheduling Office Assistant/Office Technician Examination

Step 1: Log on to www.jobs.ca.gov on Wednesday's at 5pm (Refer to the table for self-scheduling dates). Click on the Find Recruitments tab, enter Office Assistant and click search. Click on the job title.

Step 2: Once you have entered the recruitment bulletin. Scroll down to the bottom of the recruitment bulletin, and click the Apply Online icon located at the bottom of the recruitment bulletin.
Step 3: Agree with the above terms of use, and click **I have registered previously.**

Step 4: Enter **User I.D./Password** information and click retrieve application.

Step 5: Click the **Copy** icon located above your **Application-On-File.**

Step 6: Fill out the Equal Opportunity Questionnaire and click save and continue.
Step 7: Complete the minimum qualifications assessment.

Office Assistant (General) and (Typing)

Minimum Qualifications

Step 8: If you have met the minimum qualifications, select a location where you wish to work.

You may pick one or more locations.

- [ ] 8401: Los Angeles County Cluster 1
- [ ] 1901: Alhambra
- [ ] 4000: Headquarters

Step 9: Select availability and click save and continue.

Please select at least one item from each column to indicate conditions of employment you are willing to accept:

- [ ] Permanent Full-Time
- [ ] Permanent Part-Time
- [ ] Limited Term Full-Time
- [ ] Limited Term Part-Time
- [ ] Limited Term Internship
Step 10: Make sure job history is correct, and click save and continue.

Step 11: Upload resume or click save and continue.

Step 12: Review application carefully. If all of the application information is correct. Click ready to send application.

Step 13: Click the signature box then click submit application.
Step 14: Click the self-schedule link.

Step 15: Enter **User ID/Password** information, and click schedule exam.

Step 16: Choose appointment date, and click submit.

Step 17:

Print 2 copies of your **Notice to Appear** letter. Be sure to bring Notice of Appear with you as well as two forms of ID on your test date (Keep one for your records).
Driving Directions to the State Personnel Board's Testing Center

Driving directions to 670 J Street, Sacramento, CA 95814

Start: A (see below)
801 Capitol Mall
Sacramento, California 95814

1. Head west on Capitol Mall
2. Turn right onto 5th Street
3. Turn right onto J Street

End: B (see below)
670 J Street
Sacramento, CA 95814