



## Office Assistant (General) and (Typing)

### Apply and schedule for the Office Assistant Examination

#### **Step 1**

On the schedule date, go to [www.jobs.ca.gov](http://www.jobs.ca.gov) and click on the “**Office Assistant Scheduling**” link.

#### **Step 2**

The Examination Information page will display testing locations, dates and times. and additional examination information. On this page, you are not allowed to select a test location and time. Next, click the continue button.

#### **Step 3**

The Terms of Use Agreement page displays the terms and conditions to take this examination. After you complete this page, click on the continue button.

#### **Step 4**

The Login or Create and Account page displays information on how to create a profile. If you have already created an account you will be able to login to the examination. If not, create a profile by clicking on this link

<https://forms.spb.ca.gov/employment/newuser.cfm>

#### **Step 5**

The Equal Employment Opportunity page is voluntary. You may complete the questions at your own discretion. Next, click on the continue button.

#### **Step 6**

The Mailing Address Location page verifies your mailing address. Verify that your address is either in or outside the United States. Next, click on the continue button.

#### **Step 7**

The Exam Application page requires the applicant to enter personal information. Enter the required information. Next, click on the continue button.

#### **Step 8**

The Minimum Qualifications page displays questions that determine your eligibility to participate in the examination. Answer the minimum qualifications questions. Next, click on the continue button.

**Step 9**

The Minimum Qualifications Determination page displays whether you are eligible to take the Office Assistant (General) and/or Office Assistant (Typing) examination(s). Next, click on the continue button.

If you did not meet the Minimum Qualifications for one or both of the examinations, you may log back in and review your responses to ensure that you answered the questions correctly.

**Step 10**

The Location Preferences page displays the locations in which you are willing to work. Select the locations where you will accept employment. Next, click on the continue button.

**Step 11**

The Supplemental Information page displays information on tenure and time base options, language proficiency and prior state civil service. Answer the supplemental information questions. Next, click on the continue button.

**Step 12**

The second Supplemental Information page provides information on special testing arrangements. Indicate yes, if you need a testing arrangements. Next, click on the continue button.

**Step 13**

The Open Dates page displays the location, dates and times of the written examinations. Select a specific location, date and time from the available options. Next, click on the schedule button.

**Step 14**

The Notice to Appear page displays the location, date and time of your written examination date. Print your Notice to Appear and bring it with you to the examination. Next click on the logout button.