

STATE  
OF  
CALIFORNIA

**SECRETARY OF STATE**  
**DOCUMENT PRESERVATION TECHNICIAN**  
**OPEN EXAMINATION**  
**Spot - 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, CHILD BIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

**DEPARTMENTAL OPEN FOR SECRETARY OF STATE, SPOT – SACRAMENTO**

**HOW TO APPLY:**

Applications are available and may be filed in person or by mail with: Secretary of State

1500-11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814  
Attn: Mike Scorza

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 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.

**FINAL FILING DATE 04/25/2016.**

**PERFORMANCE EXAM AND QUALIFICATIONS APPRAISAL (QAP) PANEL:**

It is anticipated that the performance exam and the QAP will be held during the month of May, 2016.

**SALARY: \$2,850- \$3,563**

**ELIGIBLE LIST INFORMATION:**

A departmental eligible list will be established for the Secretary of State. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**NOTE:** All applicants must meet the education and experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

**EXPERIENCE:**

Two years of varied experience in the care, preservation, handling, and conservation of historical documents and related materials.

**THE POSITION:**

Under direction, the incumbent surveys and assesses the condition of historical documents and related materials to determine their preservation needs. Uses acceptable and appropriate methods on historical documents and related materials to test inks for solubility; test paper, treatment

solutions, and other materials for pH levels; flatten; surface clean; remove pressure sensitive tapes;

deacidify; wash; mend tears; encapsulate; preserve and/or conserve bound volumes; place in archival storage enclosures; and/or prepare documents for exhibition. May also participate in devising improved or new storage methods, which promote preservation. In addition, cleans, monitors, and maintains lab equipment and facilities; keeps records and makes reports of work performed; requisitions, stores and checks supplies; may train assigned assistants in document preservation procedures.

**EXAMINATION INFORMATION:**

This examination will consist of a performance exam weighted 40% and an oral interview weighted 60%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the exam.

**PERFORMANCE EXAM – 40%**

**SCOPE:**

- A. **Knowledge of:**
1. Knowledge of preservation documentation techniques.
  2. Knowledge of paper-based materials/supplies used in preservation.
  3. Knowledge of preservation standards of practice for cleaning various archival items.
  4. Knowledge of archival storage techniques.
  5. Knowledge of basic book binding techniques and equipment.
  6. Knowledge of humidification principals to flatten archival documents.
  7. Knowledge of archival preservation surveying and assessment techniques to determine the preservation needs of the collection.
  8. Knowledge of preservation procedures.
  9. Knowledge of Pest Management for archival materials.
  10. Knowledge of supplies used for preservation.
  11. Knowledge of preservation standards of practice for encapsulating archival documents.
  12. Knowledge of preservation standards of practice for mending archival documents.
- B. **Skill to:**
1. Skill to communicate effectively in writing.
  2. Skill to use appropriate equipment in encapsulation.
  3. Skill to use appropriate tools and techniques to mend documents.
  4. Skill to make custom storage enclosures using appropriate equipment.
  5. Skill to safely use cutting equipment.
- C. **Ability to:**
1. Ability to survey the condition of items.
  2. Ability to visually inspect a variety of collection items.
  3. Ability to assess the specific storage needs of an item to construct a custom enclosure.

**See reverse side of this bulletin for the scope of the Qualifications Appraisal Panel.**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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**FINAL FILING DATE: 04/25/2016  
EXAM CODE: 6SS01**

## EXAMINATION INFORMATION (cont.)

### QUALIFICATIONS APPRAISAL PANEL WEIGHTED 60%

#### SCOPE:

A. Knowledge of:

1. Knowledge of archival preservation surveying and assessment techniques to determine the preservation needs of the collection.
2. Knowledge of preservation procedures.
3. Knowledge of preservation standards of practice for cleaning various archival items.
4. Knowledge of preservation standards of practice for mending archival documents.

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## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Secretary of State's Personnel Office 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 Secretary of State's Personnel Office 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 State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of 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 Secretary of State** 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.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 also persons retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans' preference points are not granted in promotional examinations

**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. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of 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 his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**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.

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