

Key Data Operator

\$ 2,435.00 - \$ 3,464.00 per month.



You must schedule yourself to participate in this examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific exam date, additional self-scheduling dates will be posted in the future.

Once you have taken the examination, you may not retake it for 3 months.

Self-Scheduling Opens

Thursday, Oct. 18, 2018 @ 10 a.m.

Written Exam Date(s)

November 1, 2018

November 15, 2018

Exam Location(s)

Sacramento

IMPORTANT TESTING INFORMATION:

On the date and time of the self-scheduling, go online to <https://jobs.ca.gov/JOBSGEN/3PB26.PDF> and click on the link at the bottom of the bulletin to schedule online for the written test.

Position Description

This is the entry, training and journey person level in this series. Incumbents, under close supervision, learn and perform routine key punch or key entry operations. Incumbents may have lead responsibility over others.

Minimum Qualifications

Candidates must be familiar with a standard alphabetic keyboard such as that on a typewriter, key punch or key entry machine.

Knowledge and Abilities

- **Knowledge of:** Typewriter or key data keyboard.
- **Ability to:** Demonstrate aptitude for key punch or key entry machine operation; perform general clerical work of average difficulty and follow directions.

An eligible list will be established by the California Department of Human Resources for use by all State departments. A candidate may test only once in a 3-month period. The names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

You MUST have an online profile with the State of California. If you do not yet have one, please log on to <https://jobs.ca.gov/> and create a profile asap. This is where you will enter all of your education and work experience.

PLEASE NOTE: If you fail to appear for the examination as scheduled, you will not be able to reapply or reschedule for 6 weeks.

**Please review the entire job bulletin for more complete information
and/or to Self Schedule**

<https://jobs.ca.gov/JOBSGEN/3PB26.PDF>