



## LIBRARY TECHNICAL ASSISTANT (SAFETY) Qualifications Assessment

Department of Corrections and Rehabilitation

Department Open Examination  
Examination Code: 6CEEW  
Final Filing Date: Continuous

### EXAMINATION INFORMATION

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the **Library Technical Assistant (Safety)** classification with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used to fill positions statewide with CDCR. A "Conditions of Employment" section is included in this examination which will allow you to select the time bases and location(s) you are interested in working. Please print out, **personally complete**, and sign this examination form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

### AFFIRMATION STATEMENT

I hereby certify that the information provided on this Qualifications Assessment is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FILING INSTRUCTIONS

All applicants must complete and submit the following examination materials:

- [Examination Application \(STD. 678\)](#)
- Qualifications Assessment

By mail to:

**Department of Corrections and Rehabilitation  
Talent Acquisition and Career Services  
P.O. Box 942883  
Sacramento, CA 94283-0001**

Or in person at:

**Department of Corrections and Rehabilitation  
1515 S Street  
Sacramento, CA 95811-7243  
Attn: Talent Acquisition and Career Services, 101N**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the cut-off date to the street address listed above.

### NOTE:

- All examination materials must have original signatures.
- Be sure your envelope has adequate postage if submitting via mail.
- Faxed or emailed copies will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

## GENERAL INSTRUCTIONS

This Qualifications Assessment is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be achieved. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

This examination is comprised of the following areas:

- Affirmation Statement (page 1)
- Filing Instructions / General Instructions (page 2)
- Montoya Act / Prior State Employment / Conditions of Employment (pages 3 - 4)
- Address or Employment Changes (page 5)
- Knowledge, Skill, or Ability Assessment (pages 6 - 11)
- Work Experience Assessment (pages 12 - 19)
- Recruitment Questionnaire (page 20 - 21)

### YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

## PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Do you have written permission from the California Department of Human Resources (CalHR) to take this examination?

YES

NO

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies Statewide according to the conditions you specify on this form.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time     (R) Permanent Part-Time     (K) Limited-Term Full-Time     (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### LOCATION(S) YOU ARE WILLING TO WORK

**Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding the location of current positions.**

**5 ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary

#### NORTHERN REGION

0100 – Alameda County

0200 – Alpine County

0300 – Amador County

- Mule Creek State Prison

0400 – Butte County

0500 – Calaveras County

0600 – Colusa County

0700 – Contra Costa County

0800 – Del Norte County

- Pelican Bay State Prison

0900 – El Dorado County

1100 – Glenn County

1200 – Humboldt County

1700 – Lake County

1800 – Lassen County

- High Desert State Prison

2100 – Marin County

- CSP, San Quentin

2300 – Mendocino County

2500 – Modoc County

2800 – Napa County

2900 – Nevada County

3100 – Placer County

3200 – Plumas County

3400 – Sacramento County

- CSP, Sacramento
- Folsom State Prison
- Richard A. McGee Correctional Training Center

3800 – San Francisco County

3900 – San Joaquin County

- California Health Care Facility

4100 – San Mateo County

4500 – Shasta County

4600 – Sierra County

4700 – Siskiyou County

4800 – Solano County

- California Medical Facility
- CSP, Solano
- 4900 – **Sonoma County**
- 5100 – **Sutter County**

- 5200 – **Tehama County**
- 5300 – **Trinity County**
- 5500 – **Tuolumne County**
  - Sierra Conservation Center

- 5700 – **Yolo County**
- 5800 – **Yuba County**

## CENTRAL REGION

- 1000 – **Fresno County**
  - Pleasant Valley State Prison
- 1400 – **Inyo County**
- 1500 – **Kern County**
  - California City Correctional Facility
  - California Correctional Institution
  - Kern Valley State Prison
  - North Kern State Prison
  - Wasco State Prison

- 1600 – **Kings County**
  - Avenal State Prison
  - CSP, Corcoran
  - CA Substance Abuse Treatment Facility
- 2000 – **Madera County**
  - Central California Women's Facility
  - Valley State Prison
- 2200 – **Mariposa County**
- 2400 – **Merced County**
- 2600 – **Mono County**

- 2700 – **Monterey County**
  - Correctional Training Facility
  - Salinas Valley State Prison
- 3500 – **San Benito County**
- 4000 – **San Luis Obispo County**
  - California Men's Colony
- 4300 – **Santa Clara County**
- 4400 – **Santa Cruz County**
- 5000 – **Stanislaus County**
- 5400 – **Tulare County**

## SOUTHERN REGION

- 1300 – **Imperial County**
  - Calipatria State Prison
  - CSP, Centinela
- 1900 – **Los Angeles County**
  - CSP, Los Angeles County
- 3000 – **Orange County**

- California Institution for Men
- California Institution for Women
- 3700 – **San Diego County**
  - RJ Donovan Correctional Facility
- 4200 – **Santa Barbara County**
- 5600 – **Ventura County**

- 3300 – **Riverside County**
  - California Rehabilitation Center
  - Chuckawalla Valley State Prison
  - Ironwood State Prison
- 3600 – **San Bernardino County**

## ADDRESS OR EMPLOYMENT CHANGES

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) (www.calcareers.ca.gov) on the California Department of Human Resources (CalHR) website.

Once logged into your CalCareer Account, from the **My Account** page:

- Update your personal information (name, address, phone number) by selecting “Contact Information” under **Account Management**.
- Update your employment preference information (tenure, time base, location preferences) by selecting “Exam / Assessment Records” under **Exams / Assessments**, then selecting the list you have eligibility on, then selecting “Change Conditions of Employment” under **Eligibility Record Actions**.

## KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for the scale provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

#### Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

#### Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

#### No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA.

1. Researching library material for a subject bibliography: Identifying current library resources used

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

2. Researching library material for a subject bibliography: Utilizing key word search in computer for subject research

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

3. Researching library material for a subject bibliography: Researching card catalog or shelf list

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

4. Researching library material for a subject bibliography: Researching existing bibliographies in standard works (e.g., almanac, encyclopedia, periodicals, etc.)

#### Knowledge, Skill, or Ability related to performing this action

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

5. Researching library material for a subject bibliography: Consulting style manual for format of bibliography

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

6. Researching library material for a subject bibliography: Inter-library loans

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

7. Communicating with individuals with limited communication skills: Using open ended questions

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

8. Communicating with individuals with limited communication skills: Determining language being used

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

9. Communicating with individuals with limited communication skills: Contacting an interpreter, if needed

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

10. Communicating with individuals with limited communication skills: Contacting support staff if a disability is suspected

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

11. Communicating with individuals with limited communication skills: Using written communication

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

12. Communicating with individuals with limited communication skills: Presenting yourself in a calm and non-threatening manner

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

13. Communicating with individuals with limited communication skills: Contacting your supervisor, if necessary for assistance

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

14. Library technologies used in classification and cataloging: Utilizing Library of Congress Subject Headings

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

15. Library technologies used in classification and cataloging: Utilizing Anglo-American Cataloging Rules

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

16. Library technologies used in classification and cataloging: Utilizing Dewey Decimal System

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

17. Library technologies used in classification and cataloging: Utilizing computer programs (e.g., Ohio Computer Library Cataloging (OCLC), Follett Systems, Winnebago, Searcy, etc.)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

18. Library technologies used in classification and cataloging: Utilizing Sears List of Subject Headings

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

19. Library technologies used in classification and cataloging: Utilizing Library of Congress Classifications (LC)

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

20. Library technologies used in classification and cataloging: Utilizing Library of Congress In-Publication Cataloging

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

21. Training/supervising library staff: Evaluating the skills of new staff

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

22. Training/supervising library staff: Developing a plan of action

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

23. Training/supervising library staff: Reviewing job description/duty statements with staff

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

24. Training/supervising library staff: Establishing job expectations and disciplinary procedures

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

25. Training/supervising library staff: Documenting staff performance

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability



26. Training/supervising library staff: Following written procedures

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

27. Training/supervising library staff: Completing progress reports

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

28. Training/supervising library staff: Evaluating performance of staff

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

29. Training/supervising library staff: Conducting security and safety training

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

30. Training/supervising library staff: Recommending additional training, if needed

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

31. Training/supervising library staff: Monitoring the usage of library tools, equipment and supplies

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

32. Training/supervising library staff: Utilizing communication skills while maintaining good judgment while interacting with staff

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

33. Training/supervising library staff: Encouraging staff to assume more responsibility with permission

**Knowledge, Skill, or Ability related to performing this action**

- Extensive Knowledge, Skill, or Ability
- Limited Knowledge, Skill, or Ability
- No Knowledge, Skill, or Ability

**CONTINUE TO THE WORK EXPERIENCE ASSESSMENT**

## WORK EXPERIENCE ASSESSMENT

Rate your experience performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the three scales provided. Responses may not be changed or added once submitted to the Office of Workforce Planning. Missing responses will result in a lower score.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

### SCALES - EXPERIENCE RELATED TO PERFORMING THIS ACTION

#### FREQUENCY

##### 1 - Performed this action within the last 36 months

Check "yes" if you have performed this action within the last 36 months and check "no" if you have not

##### 2 - How often you performed this action

Weekly, Monthly, Annually, Never

#### LEVEL OF SKILL

##### 3 - What level of skill you have performing this action

Performed independently without assistance, Performed with direction/assistance, Never performed

**NOTE: There should be three (3) checkmarks for each question.**

1. Circulating library materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.)

##### 1 - Performed this action within the last 36 months

- Yes
- No

##### 2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

##### 3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

2. Evaluating overdue/fines regarding library material

##### 1 - Performed this action within the last 36 months

- Yes
- No

##### 2 - How often you performed this action

- Weekly
- Monthly
- Annually
- Never

##### 3 - Level of skill performing this action

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

3. Delivering/retrieving library materials off-site

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

4. Initiating the procurement process in the selection and delivery of library materials

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

5. Cataloging library materials

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

6. Pre-cataloging library materials

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

7. Processing library materials for use and condition

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

8. Maintaining a complete shelf list

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

9. Training library staff

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

10. Evaluating library staff on performance

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

11. Supervising library staff

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

12. Processing inter-library loan requests

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

13. Researching reference questions

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

14. Answering reference questions

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

15. Maintaining order/security of library

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

16. Maintaining time keeping forms and supervisory reports

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

17. Maintaining security and control of inmates/youthful offenders

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

18. Maintaining control of tools and equipment

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

19. Inspecting premises for contraband (e.g. weapons or illegal drugs)

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

20. Operating standard business office machines and equipment

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

21. Filing materials utilizing standard practices

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

22. Performing data processing techniques related to library/information science

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed



23. Preparing/maintaining statistical reports

**1 - Performed this action within the last 36 months**

- Yes
- No

**2 - How often you performed this action**

- Weekly
- Monthly
- Annually
- Never

**3 - Level of skill performing this action**

- Performed independently, without assistance
- Performed with direction/assistance
- Never performed

**THIS CONCLUDES THE EXAMINATION**

**REVISION DATE:** 07/27/2023 - CM