

TEST PLAN

OFFICE SPECIALIST 1 - #0103

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or
Agencies may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" and possessing the requisite skills - or those ranking highest on the test may be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

completion of courses or training in Office Technology; **OR**

one year of general clerical experience which included typing, word processing, or other generation of documents; **OR**

an equivalent combination of training and experience.

Agencies may supplement the minimum qualifications to require specific knowledge and skills as specified in the Classification Specification.

SKILL CODES

The Support Services Skill Code Sheet may be used.