

TEST PLAN

ADMINISTRATIVE SPECIALIST 1 - #0107

1. Minimum Qualifications Screening
2. Agencies may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core T&E test that has been developed on:
 - A. Oral and Written Communications 25%
 - B. Making Independent Judgments and Decisions 25%
 - C. Coordination 25%
 - D. Position-Specific Question 25%
100%
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

- three years of clerical/secretarial experience which included:
 - two years at a full performance level performing typing, word processing, or other generation of documents **and**
 - lead work responsibility or coordination of office procedures.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience.

No substitution will be made for the two years at the full performance level.

The original Support Services Skill Code Sheet may be used for classes 0107, 0112, 0118, and 0805.