

TEST PLAN

ADMINISTRATIVE SPECIALIST 2 - #0108

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will 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

- two years of experience as an administrative specialist or executive support specialist which included administrative support for a project, program, or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules, and regulations; administrative data collection and analysis; and evaluation of projects, processes, and operations; **OR**
- an equivalent combination of training and experience.

One year of postsecondary education may be substituted for up to one year of the experience.