

TEST PLAN

LEGAL SECRETARY - #0110

1. Minimum Qualifications Screening
2. Agency may develop position-specific T&E test questions at the time of recruitment.
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 clerical/secretarial experience which included at least one year as a legal assistant or secretary for an attorney or judge or performance of legal support duties (such as preparing legal documents, maintaining legal records or researching legal information).
- Experience must include proficiency in word processing software.

Agency Option: College coursework or training in Office Technology that included courses in legal terminology and legal office procedures may substitute for up to one year of the general clerical/secretarial experience (1-year = 40 quarter hours/30 semester hours).