

## TEST PLAN

### ACCOUNTING TECHNICIAN 1 - #0210

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

- one academic year of high school bookkeeping or accounting courses; **OR**
- one year of experience processing, recording, or compiling accounting or bookkeeping information;  
**OR**
- at least 6 quarter (4 semester) credit hours in accounting.

Training or experience must include using a computer to enter, update, or retrieve information.

Credits must be from an accredited college, university, or vocational-technical school. To receive credit for required courses, submit a photocopy of transcripts.

Agencies may specify additional qualification depending on the individual job requirements.