

TEST PLAN

ACCOUNTING TECHNICIAN 3 - #0212

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

- three years of technical support accounting experience. Two years of the experience must include a) coding transactions and checking them for propriety, b) balancing, and c) resolving discrepancies in computer edits; **OR**
- at least 90 quarter (60 semester) credit hours from an accredited college, university, or vocational-technical school that includes 12 quarter (9 semester) hours in accounting.

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

To receive credit for required courses, submit a photocopy of transcripts.

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