

TEST PLAN

STATE LIBRARY SPECIALIST 1 - #0251

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

- experience or training which provided a basic knowledge of the organization of a library;
AND one of the following:
 - one year of experience in a business and office environment that demonstrates use of office equipment, filing and sorting alphabetically and numerically, general knowledge of proper grammar, spelling and arithmetic; **or**
 - completion of training or courses in Office Technology; **or**
 - one year of experience in a library or related setting; **or**
 - two years of college coursework in any discipline.

SKILL CODES

Use the Support Services Skill Code Sheet.