

TEST PLAN

WORD PROCESSING TECHNICIAN 2 - #0531

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" - or 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

You must have:

- One year (full time) word processing experience that included using a computer and word processing software or other word processing equipment to compile, type, revise, combine, edit, print, and store documents **AND**
- a minimum keyboarding speed of 55 words per minute.

College level courses in Office Occupations or Office Technology may be substituted for the experience on a year for year basis.

NOTE: Your keyboarding/typing speed and specific word processing experience listed above must be described in the "Specialized Skills and Knowledge" section of your application.

Working Conditions: To be included on the recruiting announcement if applicable:

Must be able to work under the following conditions with or without reasonable accommodations:

- Work long periods at a computer terminal; and
- Work in an environment that includes noise and heat from equipment.