

TEST PLAN

OFFICE COORDINATOR - #0801

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agency 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

- two years of general clerical experience. One year of which included coordinating clerical office procedures; **OR**
- an Associate's degree in Office Occupations or Office Technology.

College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.

SKILL CODES

Use the Support Services Skill Code Sheet.