

TEST PLAN

OFFICE MANAGER 3 - #0807

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. 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

- three years of experience as a supervisor of clerical and/or secretarial or office support staff which included hiring or recommending hiring; training, assigning, and reviewing work; preparing performance evaluations; and handling disciplinary actions. One year of this experience must have included management of multiple offices, programs, or procedures.