

TEST PLAN

SUPERVISING EXECUTIVE ASSISTANT - #0833

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

- four years of staff-level experience providing administrative support to management. The experience must include technical or analytical duties in the management of program goals and objectives; performing program or project planning; preparing, monitoring, or controlling budgets; or performing research and providing analytical information and/or recommendations used in management decision making. Two years of this experience must have been performed in a supervisory or lead worker capacity.

A Bachelor's degree in Business Administration, Management, Public Administration or a closely-related field may be substituted for up to two years of the required experience but will not substitute for two years of supervisory or lead worker experience.

Preference may be given to individuals with experience in a specialty area specific to the position opening.