

TEST PLAN

CORRECTIONS LIBRARY COORDINATOR - #2219

1. Minimum Qualifications Screening
2. Agency may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core T&E test that has been developed on:
 - A. Library Principles, Practices, and Procedures 12%
 - B. Coordination of Unit Staff and Activities 50%
 - C. Communication Skills 30%
 - D. Rules and Regulations 8%
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 involving coordination and/or direction of a clerical support unit.

Preference will be given to applicants with library training and/or experience.

Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the required experience.