

TEST PLAN

CIVIL RIGHTS INTAKE OFFICER - #5243

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. Evaluative Techniques and Procedures 55%
 - B. Communication 45%
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

- six months of experience in a job where primary duties consisted of: 1) collection of information, gathering and analysis of facts, and making conclusions and recommendations; or 2) gathering and presenting information for the purpose of educating or training.

Examples of qualifying work are jobs such as: personnel or affirmative action technician/officer, interviewer, investigator, arbitrator, mediator, teacher, counselor, claims examiner.