

**TO:** All P-12 DFSE Employees

**FROM:** Ruth Bankhead, Director of Human Resources, Non-Instructional *RB*

**RE:** Clerical and Food Service Tests

**DATE:** December 6, 2019

In the interest that employees are successful in new positions, a careful review of tests and their scores has been completed. It has been determined that tests scores for clerical classifications will continue to be as follows:

<b>Receptionist/Clerk</b>	Grammar		60%
	Spelling	60%	
	Math		60%
	Typing		20 wpm
	Office Filing/Sorting		60%
	Proofreading		60%
<b>Secretary II</b>	Grammar		70%
	Spelling	70%	
	Math		70%
	Typing		35wpm
	Office Filing/Sorting		70%
	Proofreading		70%
	Computer Applications	70%	
<b>Secretary III</b>	Grammar		70%
	Spelling	70%	
	Math		70%
	Typing		35wpm
	Office Filing/Sorting		70%
	Proofreading		70%
	Computer Applications	70%	
	Bookkeeping		70%
<b>Secretary IV</b>	Grammar		70%
	Spelling	70%	
	Math		70%
	Typing		35wpm
	Office Filing/Sorting		70%
	Proofreading		70%
	Computer Applications	70%	
	Bookkeeping		70%

Beginning Monday, December 9, 2019 all clerical tests will be done on-line. In order to promote, you must take the additional required test on-line and have them on file prior to submitting a bid. Old test scores will be honored through December 23, 2019. You may take any tests you are required to take in Human Resources at the Ten Eyck Administrative Service Center. You may re-take a test once every thirty (30) days unless an earlier request date is approved by Ruth Bankhead

The food service test is also now being given on-line. In addition, the test has been formulated into Arabic for employees who need assistance.

If you have any questions, please contact Human Resources at 827-3002