

**02943**

**ADMIN SECRETARY**

**EXAMINATION METHOD:** For Career Service positions, examination scores are based 100% on a computer-administered test.

**COMPUTER-ADMINISTERED TEST SUMMARY:** The test for Admin Secretary is organized into four test components. To be eligible for Career Service employment consideration an applicant must pass all four test components. An applicant's rank or standing on an employment eligible list for the job of Admin Secretary is based on a combination of the four test component scores. The test components are:

**Typing Performance:** This test component assesses typing speed and accuracy. Applicants are provided a practice passage, followed by two more passages to type while being timed. This component counts as 25 percent of the total score.

**Proofreading:** This test component assesses the ability to review three short passages of text and accurately correct spelling errors, typographical errors, and errors in punctuation. This component accounts for 40 percent of the total score.

**Alpha/Numeric Filing:** This test component assesses the ability to accurately place in order various items within a group of existing alphabetic and numeric files. This test consists of two sections. The first section includes alphabetic files and the second consists of numeric files. There are 40 questions in this component which account for 10 percent of the total score.

**Word Meanings:** This test component assesses knowledge of word meanings within the context of sentences. There are 20 questions in this component which account for 25 percent of the total score.

**Please Note:** The time required to complete this test will vary for each individual, but it generally takes approximately two (2) hours to complete.