

**02774**

**DATA PROCESSING OPERATOR 2**

**EXAMINATION METHOD:** The examination consists of two parts: a written test scored on a pass/fail basis, and a rating of the applicant's education and work experience. To be eligible for employment consideration, an applicant must pass both parts of the examination. An applicant's standing or rank on an eligible list is based only on the education and experience rating.

**TEST SUMMARY:** The written test consists of 65 multiple choice questions divided into four test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to effectively perform the job. The four test sections are:

**Locating Calculation Errors** - Questions assess an applicant ability to find calculation errors in tables of numbers. (15 questions)

**Checking** - Questions assess applicant's ability to determine if there are errors in copied materials. (15 questions)

**Reading Passages and Answering Questions About Content** - Questions assess an applicant's ability to learn specific components of the job through the reading of written materials.  
(15 questions)

**Identifying Errors** - Questions assess an applicant's ability to apply policies to identify errors in data entered into a computer. (20 questions)

**RATING SUMMARY:** In the rating process, points are assigned to the applicant's education and work experience following a structured format and using rating guidelines that have been developed to appropriately weight the education and experience that is valuable and relevant to the job. Rating scores usually range from a minimum passing score of 70 to a maximum score of 90, 100, or higher, depending on the scoring range established for a particular job classification.

The minimum passing score of 70 is generally based on the minimum qualifications required for the job. For example, if a job requires a bachelor's degree and no work experience, an applicant with a bachelor's degree and no other relevant education and/or work experience can expect to receive a minimum score of 70. Additional relevant education and/or work experience beyond the minimum qualifications may increase the score beyond the minimum of 70.