

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DIVISION OF NON-INSTRUCTIONAL STAFFING

(Effective February 1, 1999)

CLERICAL TESTS INFORMATION

Candidates for clerical/secretarial positions are required to demonstrate proficiency in clerical skills through a series of clerical tests administered by the Division of Non-Instructional Staffing.

Applicants for positions requiring typing must first pass a typing speed test, administered on a personal computer (PC), in order to be eligible to take the remaining subtests which consists of typing ability, quantitative (math), verbal and filing. For secretarial positions, a composition test is also required. The minimum passing score on the typing speed test is 40 words per minute.

Candidates for positions requiring data input skills must pass a data entry test consisting of alpha-numeric characters. The passing score on the data entry test is 30 correct fields. Upon successfully attaining a passing score, candidates will be scheduled for clerical subtests, including quantitative (math), verbal and filing. For candidates seeking accounting related positions, an accounting skills test is also required.

The typing speed and data entry tests are given Tuesday and Thursday mornings between 9:00 a.m. and 10:30 a.m., and every Wednesday afternoon between 2:00 p.m. and 3:30 p.m. No appointment is necessary.

Candidates will be scheduled for clerical subtests upon successfully passing scores on the typing speed or data entry test. Please contact the testing specialist at (305)995-7248 in order to reschedule one or more sections of the subtests.

Eligibility for clerical positions is based on scores attained through the clerical skills tests.

DESCRIPTION OF SKILLS TESTS

TYPING SPEED - The typing speed test consists of a three-minute timed test administered on a personal computer (PC). This timed exercise measures an applicant's speed at typing from a text original. At the end of the exercise, a program calculates the applicant's word per minute and error rate and prints the results. Applicants can take a three-minute warm-up before beginning the timed test.

DATA ENTRY - This timed exercise measures an applicant's speed at keying alpha-numeric data into formatted fields. Applicants will input alpha-numeric characters online from documents provided by the test proctor. Applicants will be given a three-minute test, as well as a three-minute warm-up prior to the test. Scoring is done grammatically and will be based on speed and accuracy.

QUANTITATIVE - This is a twenty (20) minute test in booklet form containing forty-five (45) multiple choice questions designed to assess a broad range of job related quantitative skills such as math computation using whole numbers; monetary units; whole units of measure; computation of rates and percentages; fractional units of measure, including units of time; English and metric units of length; evaluation and interpretation of line, bar or pie graphs; and simple algebra and geometry. *Candidates are permitted to use portable calculators.*

VERBAL - This is a twenty (20) minute test in booklet form containing fifty (50) multiple choice questions designed to assess a broad range of job-related verbal skills such as the ability to locate, understand and use information in various formats, recognize word meanings and identify proper grammar and sentence construction.

TYPING ABILITY - This is a typing test designed to evaluate a candidate's ability to type and format a standard business document from a hand written document, using appropriate format, grammar, spelling and punctuation.

COMPOSITION - This skills test is designed to evaluate the candidate's ability to compose and format interoffice correspondence using standard business language.

ACCOUNTING - This test is designed to assess a candidate's knowledge of standard accounting principles and standard procedures. The test consists of forty (40) multiple-choice questions, including arithmetical calculations, bookkeeping procedures and words definition. *Candidates are permitted to use portable calculators.*