



Clerical Screening Test Information

- What is the Clerical Screening test?
 - The Clerical Screening test is a requirement for all Clerical Positions, at our District office or satellite locations and school sites.

- What does the Clerical Screening test consist of?
 - There are several sections to the Account Clerk Screening test.
 - Microsoft Outlook Mail/Calendar Software
 - Microsoft Word and Excel Software
 - General Math for Office
 - Data Review & Comparison
 - General Office, English, Alphabetizing, Proofreading, Error Correction
 - Customer Service
 - Interpersonal Relations

- What is a passing score for the Account Clerk Screening test?
 - The minimum passing score is 85%

- How often can I take the test?
 - You are welcome to take the test as many times as needed to successfully pass.

The Human Resources site calendar has available test dates. This test is only scheduled when current open Account Clerk vacancies exist.