



Account Clerk Screening Test Information

- What is the Account Clerk Screening test?
 - The Account Clerk Screening test is a requirement for Account Clerk positions, at our District office or satellite locations.
- What does the Account Clerk Screening test consist of?
 - There are several sections to the Account Clerk Screening test.
 - Accounting
 - Microsoft Word & Excel
 - Accounts / Purchasing / Transactions
 - Office Math
 - Interpersonal Relations
 - General Office, Proofreading, Error Correction, Data Comparison
- 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.