

Clerical/Secretarial Screening Test Schedule



Ysleta ISD is utilizing a testing/screening protocol designed by Office Proficiency Assessment & Certification (OPAC).
For further information regarding these tests, please go to (www.opac.com).

Clerical/secretarial screening test dates and times are as follows:

September 15, 2016 - 9:00 a.m. & 2:00 p.m.

September 22, 2016 - 9:00 a.m.

October 6, 2016 - 9:00 a.m.

October 13, 2016 - 2:00 p.m.

November 10, 2016 - 9:00 a.m. & 2:00 p.m.

December 8, 2016 - 9:00 a.m.

Testing will begin promptly at 9:00 a.m. and/or 2:00 p.m.

**The clerical/secretarial screening test will be conducted by appointment only.
Please call 915-434-0441 or visit the Human Resources Office to schedule an appointment.**

Verification of picture I.D. will be in the TIS Lab 15 minutes prior to the test.

Questions: Contact the Human Resources Department at 915-434-0441.

We are pleased that you are seeking employment with our District and encourage you to apply for positions for which you may qualify, as they become available. Refer to our website at: www.yisd.net for current job postings and to complete an on-line employment application. You must submit your employment application for each job posting to which you apply.

The process to be considered for clerical or secretarial positions includes the following:

- You must meet *all* minimum qualifications for each position as stated on the job description and demonstrate proficiency on the appropriate screening test(s).
- *The employment test is only **one part** of the screening process and **only one portion** of the minimum qualifications.*
- Applicant test scores become part of the employment application.
- Should your scores not meet the minimum screening test requirements for the position, you may re-take the test three consecutive times. After the third attempt, there is a one-month (4 week) waiting period.

Below is a chart that illustrates the qualifying skills and proficiency levels needed for each clerical/secretarial level.

Passing Test Scores

Screening Test Name	Clerk/Secretary Level					
	I	II	III	IV	V	VI
Alpha Filing	45	50	55			
Applying Policies					40	45
Basic Excel	K*	K*	K*	K*	K*	K*
Basic Word	K*	K*	K*	K*	K*	K*
Composing Minutes					55	60
Customer Service: Telephone	60	65	70	70	70	70
Formatting a Letter			70	70	75	75
Keyboarding	K*	K*	25	30	35	40
Numeric Filing	70	70	70			
PowerPoint				40	45	K*
Proofreading I			45			
Proofreading II				40	70	70
Reading Comprehension				K*	50	50
Record Locating	75	75				
Sentence Clarity						85
Spelling		70	70	70	70	70
Telephone Order Entry	75	75	75	75		
*K = Knowledge (Tests the conceptual knowledge of program)						

[Click on Basic Excel to view functions tested →](#)

[Click on Basic Word to view functions tested →](#)

[Click on Power Point to view functions tested →](#)

Frequently asked questions and answers

1. Will I qualify for the same level position when the ***New Office, Clerical, and Software Skills Screening Test*** is implemented?
 - a. Yes, **Current Employees** will qualify for the position currently held and remain eligible to apply and be qualified for positions at the same level; however, to be considered for higher level positions, you will need to meet ALL minimum qualifications, including the clerical screening test.
 - b. No, **New applicants** that have qualified for a clerical/secretarial level with the current TapdanceTest, will have to meet ALL minimum qualifications, including the new clerical screening test passing scores.

2. How much time do I need to take the test?

The average length of time needed to test is two hours.

Level I = 1 hour 25 minutes	Level IV = 2 hours
Level II = 1 hour 35 minutes	Level V = 2 hours 15 minutes
Level III = 1 hour 50 minutes	Level VI = 2 hour 25 minutes

3. If I am a current District employee, am I going to have to use personal time to take the test?

Current practice continues, you may take the test during working hours with your supervisors' permission.

4. How long do the test scores remain on file?

Test scores will remain as long as the District utilizes the OPAC Test.

5. How do I register to take the test?

Current practice continues, call 434-0441 to schedule your appointment two weeks prior to the test date. In addition you must specify the clerical/secretarial level you want to test, i.e., Level I, Level IV etc.

6. If I meet the passing test scores for a level III, do I automatically meet the passing test scores for a level I or II?

Yes, while each level has specific skills, achievement of a higher level assumes proficiency of skills needed at the lower levels of responsibility.

Basic Excel

Insert Worksheet
Rename Worksheet
Move Worksheet
Delete Worksheet
Change Font
Change Column Width
Change Cell Format
Insert Sum Formula
Insert Max Formula
Set Print Area
Center Print Page
Insert Cell Reference
Cut and Paste
Copy Cell Format
Change Formula
Change Comment
Insert Hyperlink
Merge Cells
Hide Column
Create Line Chart
Filter Subset
Find and Replace
Insert Page Footer
Spell Check
Save File

Basic Word

Set Margin
Page Orientation
Insert Symbol
Use Superscript
Use Auto Correct
Insert Picture
Change Font
Insert Date
Insert Text
Paragraph Spacing
Indent
Use Bullet
Use Style
Copy Text
Use Tab
Create Table
Insert Table Row
Format Table
Insert Hyperlink
Highlight Text
Insert Page Number
Insert Page Break
Spell Check
Print Preview
Save File

Power Point

Modify Text
Change Font
Align Text
Use Bullets
Add Speaker Notes
Create/Use Table
Change Character Format
Insert Picture
Resize Picture Object
Insert/Use Auto Shape
Create Text Box
Format Text Box
Arrange Slide Using Slide Sorter View
Delete Slide
Create Slide Using Auto Layout
Spell Check
Suppress Master Footer
Change Background Color
Use Transition
Use Action Setting
Use Animation
Modify Date Footer
Change Background Template
Save Presentation
Create Presentation