Clerical/Secretarial Screening Test Schedule

Ysleta ISD utilizes a screening test protocol designed by Test Genius. For further information regarding these tests, please go to www.testgenius.com.

2024 Screening test dates and time are as follows:

January 11th – 8:30 a.m.	March 21st – 8:30 a.m.	May 16th – 8:30 a.m.
January 18th – 8:30 a.m.	March 28th – 8:30 a.m.	May 23rd – 8:30 a.m.
January 25th – 8:30 a.m.	April 4th – 8:30 a.m.	May 30th – 8:30 a.m.
February 8th – 8:30 a.m.	April 11th – 8:30 a.m.	June 6th – 8:30 a.m.
February 15th – 8:30 a.m.	April 18th – 8:30 a.m.	June 13th – 8:30 a.m.
February 22nd – 8:30 a.m.	April 25th – 8:30 a.m.	June 20th – 8:30 a.m.
February 29th – 8:30 a.m.	May 2nd – 8:30 a.m.	June 27th – 8:30 a.m.
March 7th – 8:30 a.m.	May 9th – 8:30 a.m.	

TESTING WILL BEGIN PROMPTLY AT 8:30 A.M.

The clerical/secretarial screening test will be conducted by appointment only.
Please call 915-434-0400 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 915-434-0400.

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 online 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 test scores not meet the minimum screening test requirements for the position, you may re-take the test.

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

Clerical/Secretarial
Passing Test Scores

Screening Test Name	Level II	Level III	Level IV	Level V	Level VI
Computer Skills	50	55	60	65	70
Basic Excel	30	30	35	40	40
Basic Word	30	30	30	40	40
Business Correspondence		50	55	60	65
Keyboarding	15	25	30	35	40
Microsoft Office – Windows 10	60	65	70	75	75
PowerPoint			40	45	45
Proofreading I		45			
Proofreading II			40	50	50
Reading Comprehension			40	50	50
Record Locating	75				
Sentence Clarity					85
Spelling	70	70	70	70	70

Frequently Asked Questions and Answers

How much time do I need to take the test?
The average length of time needed to test is two (2) hours.

Level II = 1 hour 30 minutes	Level V = 2 hours 25 minutes
Level III = 1 hour 50 minutes	Level VI = 2 hours 35 minutes
Level IV = 2 hours 25 minutes	

If I am a current district employee, am I going to have to use personal time to take the test?
You may take the test during working hours with your supervisor's permission.

How long do the test scores remain in my file?
Test scores will remain as long as the district utilized the Testing Genius test.

How do I register to take the test?
Call 915-434-0400 to schedule your appointment the Friday before the next test date. In addition you must specify the clerical/secretarial level you would like to test for, i.e., Level II, Level IV, etc.

If I meet the passing test scores for a level III, do I automatically meet the passing test scores for a level II?
Yes, while each level has specific skills, achievement of a higher level assumes proficiency of skills needed at the lower levels of responsibility.

If I tested under the previous exam before Test Genius, will I still qualify for the same level position?
Yes, applicants will qualify for any level position up to the level they passed on the old OPAC exam.

Basic knowledge of <u>WORD</u> can include:

- 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
- Safe File

Basic knowledge of <u>EXCEL</u> can include:

- 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
- Insert Cell Reference
- Cut and Paste
- Copy Cell Format
- Change Formula
- Change Comment
- Insert Hyperlink

- Merge Cells
- Hide Column
- Filter Subset
- Find and Replace
- Insert Page Footer
- Spell Check
- Save File

Basic knowledge of <u>PowerPoint</u> can include:

- 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
- Delete Slide
- Spell Check
- Suppress Master Footer
- Change Background Color
- Use Transition
- Arrange Slide Using Slide Sorter View

- Create Slide Using Auto Layout
- Use Action Setting
- Use Animation
- Modify Date Footer
- Change Background Template
- Save Presentation
- Create Presentation