

# Clerical/Secretarial Screening Test Schedule



Ysleta ISD utilizes a screening test protocol designed by Office Proficiency Assessment & Certification (OPAC). For further information regarding these tests, please go to [www.opac.com](http://www.opac.com).

2019 Screening test dates and time are as follows:

January 10 <sup>th</sup> – 2:00 p.m.	April 11 <sup>th</sup> – 2:00 p.m.
January 24 <sup>th</sup> – 9:00 a.m.	April 25 <sup>th</sup> – 9:00 a.m.
February 7 <sup>th</sup> – 2:00 p.m.	May 9 <sup>th</sup> – 2:00 p.m.
February 21 <sup>st</sup> – 9:00 a.m.	May 23 <sup>rd</sup> – 9:00 a.m.
March 7 <sup>th</sup> – 2:00 p.m.	June 6 <sup>th</sup> – 2:00 p.m.
March 28 <sup>th</sup> – 9:00 a.m.	June 20 <sup>th</sup> – 9:00 a.m.

**TESTING WILL BEGIN PROMPTLY AT 9:00 A.M. OR 2:00 P.M.**

*The clerical/secretarial screening test will be conducted by appointment only. Please call [915-434-0400](tel: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](http://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 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.

## Clerical/Secretarial Passing Test Scores

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

\*K = Knowledge (Tests the conceptual knowledge of program; details below)

# 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 35 minutes

Level V = 2 hours 15 minutes

Level III = 1 hour 50 minutes

Level VI = 2 hours 25 minutes

Level IV = 2 hours

## ***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 OPAC test.

## ***How do I register to take the test?***

Call 915-434-0400 to schedule your appointment two (2) weeks prior to the 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 test before OPAC, and I am a current employee, will I still qualify for the same level position?***

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 current clerical screening test.

**Basic knowledge of WORD will 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
- Save File

**Basic knowledge of EXCEL will 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 PowerPoint will 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