

## *CKSD Clerical Testing Guidelines*

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If you are considering applying for clerical positions, you are encouraged to complete CKSD clerical testing. Due to changes in technology and the programs we use, the test scores must be no older than 07/15/2012. If you tested prior to 07/15/12, you need to retest, as our testing programs have been updated.

Our clerical test package consists of:

Test Category	Test
Core Clerical	Filing – Standard
Core Clerical	Grammar – General
Core Clerical	Spelling – General
Core Clerical	Typing Test – 3 min
Software	Access 2010 – Standard
Software	Excel 2010 – Standard & Advanced
Software	Outlook 2010 – Standard
Software	PowerPoint 2010 – Standard & Advanced
Software	Word 2010 – Standard & Advanced

### Important Information:

- Depending on the position, required testing could take between 1½ to 3 hours - more specific information will be given when testing is scheduled
- Clerical testing is not a pass/fail system; scores are one application element that administrators consider when screening applicants
- Typing tests may be scheduled weekly until candidate reaches their desired speed; all other tests may be taken every six months
- Current test scores are a required element for clerical positions
- To schedule clerical testing, please call our office at 360-662-1688 – we are open from 7:30 a.m. to 4:30 p.m.
- Priority scheduling is given to candidates who are applying for an open clerical position

*We welcome any questions and are happy to assist you in your job search!*