

02763

LEAD DATA ENTRY OPERATOR

EXAMINATION METHOD: The examination for Lead Data Entry Operator consists of two computer administered test components. To be eligible for employment consideration an applicant must pass both tests. An applicant's standing or rank on an eligible list is based on a combination of these two test scores.

TEST SUMMARY: The computer administered test for Lead Data Entry Operator consists of two test components. Each component has been designed to assess the knowledge, skills, and abilities required to successfully perform the job of Lead Data Entry Operator. The two test components are:

Typing Performance - This test consists of a practice passage and two timed passages which assess an applicant's typing speed and accuracy. Test accounts for 80% of an applicant's score.

Numerical Filing - Questions assess an applicant's ability to accurately file items in numerical order. - 50 questions. Test accounts for 20% of an applicant's score.