

02782

REVENUE PROCESSING DATA SP 2

EXAMINATION METHOD: The examination consists of two parts: a computer administered test scored on a pass/fail basis and a rating of the applicant's education and work experience. An applicant's rank on an eligible list is based only on the education and experience rating.

TEST SUMMARY: The computer administered test for Revenue Processing Data Spec 2 consists of three test components. The three test components are:

Forms Data Entry - This test component requires you to use a computer keyboard to enter information from simulated customer/client application forms. There are 30 application forms to be keyed. You are given 15 minutes to accurately key as many of these forms as you can.

Comparing Copy - This test component consists of 15 questions which will assess your ability to identify errors in copied materials. Each question consists of one or more lines of original information and one or more lines of copied information from which inconsistencies or errors are to be identified.

Filing - This test component requires you to accurately place various items in order within a group of existing alphabetic and numeric files. There are two sections within this test component. The first section includes alphabetic files, and the second section consists of numeric files. There are 40 total questions in this test component.

RATING SUMMARY: In the rating process, points are assigned to the applicant's education and work experience following a structured format and using rating guidelines that have been developed to appropriately weight the education and experience that is valuable and relevant to the job. Rating scores usually range from a minimum passing score of 70 to a maximum score of 90, 100, or higher, depending on the scoring range established for a particular job classification.

The minimum passing score of 70 is generally based on the minimum qualifications required for the job. For example, if a job requires a bachelor's degree and no work experience, an applicant with a bachelor's degree and no other relevant education and/or work experience can expect to receive a minimum score of 70. Additional relevant education and/or work experience beyond the minimum qualifications may increase the score beyond the minimum of 70.