

Administrative Clerk III

Position ID Number: XX-XXXX

Recruitment Dates: XX/XX/XXXX - XX/XX/XXXX

Applicant Name: _____

Evaluator(s): _____

Date: _____

Does this candidate meet the minimum qualifications for the job class? Yes No

Does the candidate have employment preference? If yes, check all that apply.

- Veteran** (only is awarded on initial appointment to a classified position. Does not apply to **Dept. Only** or **State Employee Only** recruitments).
- Bargaining Unit**
- Residency (for all applicant recruitments)**
- Underutilization**

Pre-interview Criteria:

1. Application Package
 - General clerical work experience
 - Multi task experience
 - Business writing skills
 - Demonstrated oral communication skills
 - KSAs highlighted as they relate to the key responsibilities
2. Cover letter - if required
 - Highlighted work experience and strengths
 - Spelling, punctuation and grammar
 - Composition and clarity of cover letter (word usage, incomplete sentences, run-on sentences)

Scoring of application package

Screening Criteria	Points	Weight	Total
Application Package			
<i>1 - point for each year of general clerical work experience. (max. points up to 5)</i>		x1.5	
<i>1 – point for each year of demonstrated multi task experience. (max. points up to 5)</i>		x1.5	
<i>1 – point for each year of business writing skills experience. (max. points up to 5)</i>		x1.0	
<i>1 – point for each year of demonstrated oral communication skills. (max. points up to 5)</i>		x1.0	
<i>1 – point for every KSA highlighted as related to the key responsibilities. (max. points up to 6)</i>		x2.0	

Total Points for Application Package: _____

Screening Criteria	Points	Total
Cover letter		
<p>Highlighted work experience and strengths</p> <p>1 – point for each experience and strength articulated in cover letter (max. points up to 8)</p> <p>Spelling / Punctuation / Grammar Errors</p> <p>5 – points for no errors 4 – points for 1 error 3 – points for 2 errors 2 – points for 3 errors 1 – point for 4 errors</p> <p>Poor Composition (errors in word usage, missing words, incomplete sentences, run-on sentences)</p> <p>(-1) - point for 2 errors (maximum deduction is 6 points)</p>		

Total Points for Cover Letter section: _____

Applicant's Combined Total Points _____

Maximum Points an applicant can accumulate: 50.5 _____

Cut-off Points for movement to interview _____

Does applicant meet criteria for an interview? Yes No

Please NOTE:

10-point veterans that meet the minimum qualifications for the job class, and meet the preferential requirements are guaranteed an interview.

Refer to the Collective Bargaining Agreement for preferential requirements for bargaining unit members.