The BROAD BASED CLERICAL/SECRETARIAL EXAMINATION (version 2.011c) is a seven-part clerical test battery consisting of 5 multiple-choice sections and 2 computer-based tests.

Written Multiple-Choice Sections:

**Section 1 - ALPHA-NUMERIC FILING**
Example Alpha Item: The names found below have been ordered alphabetically.

Jones, Matthew should be placed before which name?

A. Jones, David  
B. Jones, Ian  
C. Jonnen, Bill  
D. Williams, John A.

**Section 2 - PROOFREADING**
Example proof item: Compare the three names and select the answer from the four choices given.

Albert Smith  
Albert Smtih  
Albert Smith

A. ALL THREE names are exactly ALIKE  
B. only the FIRST and SECOND names are exactly ALIKE  
C. only the FIRST and THIRD names are exactly ALIKE  
D. only the SECOND and THIRD names are exactly ALIKE

**Section 3 - MATH SKILLS**
Example Math Item:

25 - 14 =

A. 9  
B. 10  
C. 11  
D. 12
Section 4 - FOLLOWING INSTRUCTIONS
Example Following Instructions Item:
According to the instructions, which program would you run on the 5th week of the year?

A. Program 01  
B. Program 02  
C. Program 03  
D. Program 04

Section 5 - ENGLISH USAGE & GRAMMAR
Example English Item:
Choose the sentence with no errors in grammar, spelling, or punctuation and which represents the best English usage.

A. Three major cities Hartford Bridgeport and Stamford make up the crucial voting blocks of Connecticut.  
B. Three major cities, Hartford, Bridgeport, and Stamford, make up the crucial voting blocks of Connecticut.  
C. Three major cities -- Hartford, Bridgeport, and Stamford -- make up the crucial voting blocks of Connecticut.

Computer Sections:
Section 6 - MS WORD 2010 (PC VERSION)

Section 7 - DATA ENTRY – SPEED AND ACCURACY

Advantages in Taking the Broad Based Clerical/Secretarial

♦ Test once for multiple jobs.  
♦ Improved testing quality, reliability, and efficiency.

Candidates who apply to clerical/secretarial positions and meet the minimum qualifications will take the Broad Based Clerical/Secretarial examination and potentially have their scores transferred to twenty-one (21) LACOE clerical, secretarial, and other related job classifications listed below.
Applicable Classifications

CLASSIFICATIONS
(click on the classification title to view its job description)

SECRETARIAL SERIES

- Senior Executive Assistant
- Executive Assistant
- Senior Division Secretary
- Division Secretary
- School Administrative Secretary
- Secretary
- Executive Legal Secretary
- Legal Secretary

CLERICAL SERIES

- Senior School Clerk
- School Clerk
- Senior Typist Clerk
- Intermediate Typist Clerk
- Receptionist
- Typist Clerk

SPECIALIZED CLERICAL SERIES

- Inventory Control Clerk
- Human Resources Assistant
- Department Assistant, Dance
- Department Assistant, Music
- Department Assistant, Theater
- Department Assistant, Visual Arts
- Media Dispatching Clerk

Scoring Weights & Scores
The pass points and weighting of each of the 7 sub-tests will vary in relation to the type of job. That is, the tests are NOT equally weighted for all jobs, and their relative weights depend upon how much the test applies to the specific job. For example, the arithmetic computations subtest may have a zero weight for a job that does not involve working with numbers; whereas, the MS Word subtest may have a large weight for a job involving preparing documents. Your total score may differ for each job classification to which you apply because different tests scores will be combined differently for each job.
Examination Schedule
Examination schedule forthcoming.

SPECIAL NOTE: CANDIDATES WHO MEET OR EXCEED THE PASSING SCORES FOR THE WRITTEN PORTION OF THIS EXAMINATION WILL BE INVITED TO THE COMPUTER PERFORMANCE EXAMINATIONS.

EXAMINATION POLICY

- Anyone who meets the basic employability standards of LACOE may take the Broad Based Clerical/Secretarial Exam.
- To compete for a specific job classification, a separate application is required. The applications for each job title will be screen for minimum qualifications, and then the relevant broad based test scores will be applied for the job-specific examination.
- Candidates who are successful in job-specific examinations will be placed on an eligibility list and will remain eligible for job offers for a duration of 1 year from the date eligibility was determined.
- Candidates’ broad based test scores are valid for a maximum of 1 year, during which time the scores can be transferred to applicable classifications during that 1 year period.
- If the broad based tests change through our continuous improvement efforts, test scores may be invalidated sooner than 1 year. If tests change, Personnel Commission will notify candidates about their status of their scores.
- Candidates can retake the broad based tests only after a period of 6 months.
- If a candidate would like to retake the broad based tests, the candidate must retake all of the tests. For logistical reasons, candidates can not pick and choose the test parts they would like to retake.
- Candidates’ most recent broad based test scores will be identified as their active scores and will supersede all previous scores.
- Candidates’ retake scores will not update scores or ranks of candidates who are already on an eligibility list, unless the examination for the classification is "continuous."
- Each classification will also consist of an oral examination which may not be transferred to another classification.
- Some classifications may also include one or more additional, specialized examination component(s).
SELECTION PROCESS

- Interested and qualified candidates can be contacted for temporary clerical assignments as a result of this examination.
- Selection and promotion are based on a competitive examination process.
- Candidates who pass all exam parts for a particular classification are ranked according to overall exam score and placed on an eligibility (hiring) list.
- Vacant positions are filled from the top three ranks.
- Eligibility lasts for 12 months; however, additional recruitment may occur under a separate bulletin with additional candidates being merged onto the eligibility list.
- Some positions that involve public contact may require bilingual proficiency for which selective certification may apply (Education Code 45277.5).
- In addition, the eligibility list resulting from this examination may be used to fill vacancies in related job classifications for which no eligibility list exists (Education Code 45272).
- Veterans’ Credit may be awarded for entry jobs.

Reasonable accommodations in completing the application and testing processes are available to individuals with disabilities. If you would like to request an accommodation, please call (562) 803-8360 as early as possible.

QUESTION AND ANSWER

Q: Why is Personnel Commission using Microsoft Word version 2010 in the Broad Based Clerical/Secretarial Examination instead of Microsoft Word version 2007 or 2003?

A: Personnel Commission is using Microsoft Word version 2010 for the following reasons:

1. Most LACOE office computers are using or will be converting to Microsoft Word version 2010.
2. Microsoft Word version 2007 and Microsoft Word 2010 are sufficiently similar. Click on this [LINK](#) to view a video comparison of these two programs.
3. Job Candidates can gain access to the Microsoft Word 2010 program from multiple sources.
   a. Job candidates can download a free 60-day trial of Microsoft Word 2010 to familiarize themselves with the program. Click [here](#) for the Microsoft Word 2010 trial download page.
   b. Job candidates can also visit our Personnel Commission office in Downey (by appointment) to use one of our lobby computers to view and utilize the Microsoft Word 2010 program.
c. [For County Office of Education Staff and District Classified Staff]
Technology Services offers Microsoft Word version 2010 trainings. Click here (http://ito.lacoed.edu/) for the training schedule.