

STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 21, 1979

PERSONNEL MEMORANDUM 22-79

TO: All Department/Agency Heads
SUBJECT: Changes in Examination Procedures

The requirement for a performance examination for the following classifications has been eliminated:

Clerk Stenographer I
Clerk Stenographer II
Clerk Stenographer III
Clerk Typist I
Clerk Typist II
Clerk Typist III
Data Entry Operator
Data Entry Specialist
Word Processing Operator

New bulletins have been prepared for these classifications. All candidates have been directed to certify that they possess the performance proficiency as described in the applicable bulletin(s).

The performance examinations have been eliminated because of increased costs involved in obtaining the necessary equipment and administering the examinations on a uniform basis statewide. Because the performance examinations have been eliminated this office can be more responsive to the needs of both the applicants and the using agencies by more rapid placement of names on registers and providing certifications to appointing authorities. Hiring authorities should verify the proficiency of the applicants through practical examination. Wonderlic and SRA have standardized tests for purchase.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS