

STATE OF MAINE
DEPARTMENT OF ADMINISTRATION

March 14, 1988

HUMAN RESOURCES MEMORANDUM 2-88

TO: All Agency/Department Heads/Personnel Officers/Directors
of Administrative Services

SUBJECT: **Typing Test Implementation**

Certification from the new Clerk Typist II register will begin March 11, 1988. Performance testing will be required for all candidates on certifications received after that date. Scored tests must be returned to the Bureau of Human Resources with the certification.

The same procedure is to be used to administer the advanced proficiency test to Word Processing Operator candidates certified after March 11th.

You are not required at this time to administer the advanced proficiency typing test to the candidates for Secretary positions. This Bureau will continue to test these candidates prior to placement on the register.

We will be monitoring the utility of this process for the next few months. Please forward any comments that you may have to the attention of Deb Connor, Bureau of Human Resources.


NANCY J. KENNISTON, DIRECTOR
BUREAU OF HUMAN RESOURCES