

# OFFICE SUPPORT SERIES TEST

(CLASS CODE 3000)

## Test Registration has closed

Seating Capacity has been reached

We are sorry for any inconvenience this may have caused.

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### Information about Clerical Testing:

- **Test dates** are Tuesday, February 7, 2012 at 8:30 am and 12:30 pm, and Wednesday, February 8, 2012 at 8:30 am and 12:30 pm.
- The completed application must be turned in at the time of the test.
- The test lasts 2 hours & 45 minutes

**We have a new testing location.**

**The test will be held at the Public Works Building,  
201 N. Stone Ave, Basement level, Conference Room "C"**

**These are tested classifications. To be considered for any of the positions in these classifications, you must pass the test.**

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### OFFICE SUPPORT LEVEL I

**Grade: 13**

**Minimum Hourly Starting Salary: \$10.44**

Performs routine clerical support tasks according to detailed instructions. Assignments are checked for accuracy, adherence to instructions and rate of performance. Typical duties for this classification include but are not limited to: Interaction with the public; answering multi-line phones; scheduling appointments; keyboarding; data entry; filing; copying; sorting mail; preparing mail; courier duties; and operating various kinds of office equipment.

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### OFFICE SUPPORT LEVEL II

**Grade: 18**

**Minimum Hourly Starting Salary: \$11.39**

Performs a variety of clerical support tasks with some instructions regarding details of the assignment. Typical duties for this classification include but are not limited to: Interaction with the public, resolving routine problems; answering multi-line phones; scheduling appointments; keyboarding, word processing charts, graphs, tables; transcribing; data entry; establishes and maintains filing systems; copying, key copier operator; screening mail; preparing mail; calculates fees, records payments, balances routine accounts; operating various kinds of office equipment; and training and leading other office staff.

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## OFFICE SUPPORT LEVEL III

**Grade: 23**      **Minimum Hourly Starting Salary: \$12.47**

Processes documents of a specialized nature with some instruction and performs other clerical support tasks as required. Most positions specialize in legal, accounting, collections, medical or program specific processing. Typical duties include but are not limited to: Interaction with the public, answering general procedural questions concerning specialized documents; keyboarding, word processing correspondence, reports and specialized data; researches manual and automated systems to gather or verify data; creates and maintains spreadsheets and databases; operates various kinds of office equipment.

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## OFFICE SUPPORT LEVEL IV

**Grade: 25**      **Minimum Hourly Starting Salary: \$12.94**

Provides specialized clerical support to a division manager, department or program and receives limited instruction with respect to details of the assignment. Typical duties for this classification include but are not limited to: Interaction with the public; transcribing dictation and typing highly specialized reports such as legal reports, medical documents and minutes of meetings; edits documents; gathers information, researches and prepares routine and specialized correspondence, reports and forms; training, assigning and reviewing the work of clerical staff. OSL IV requires proof of typing speed of 45 wpm.

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## LITIGATION SUPPORT - COUNTY ATTORNEY

**Grade: P1**      **Minimum Hourly Starting Salary: \$11.39**

Performs generalized clerical tasks and interacts with the general public. All applicants must pass a criminal history background investigation prior to appointment. This classification must be selected if interested in clerical positions with the Office of the County's Attorney.

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## LEGAL PROCESSING SUPPORT - COUNTY ATTORNEY

**Grade: P2**      **Minimum Hourly Starting Salary: \$12.94**

Processes legal documents of a specialized nature with some instruction with respect to details of the assignment. All applicants must pass a criminal history background investigation prior to appointment. This classification must be selected if interested in clerical positions with the Office of the County's Attorney.

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## VOTER REGISTRATION CLERK

**Grade: 23**      **Minimum Hourly Starting Salary: \$12.47**

This classification performs clerical, data entry, signature verification, and petition processing work in the Voter Registration Unit. Typical duties include: Creates or modifies voter records; accounts for and processes returned ballots; provides information to staff and to the general public concerning voter registration and voting laws, rules and regulations.

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**NOTE TO PIMA COUNTY EMPLOYEES:** Failure to pass probation may result in layoff.  
Pima County provides equal access and equal opportunity in employment and services  
and does not discriminate.

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**ALL CELL PHONES AND PAGERS MUST BE TURNED OFF DURING THE EXAM**

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