



Administrative Support Examination (No. 5030) Information Sheet

Testing for administrative support exams are administered to those who are selected for a job interview. In order to take a test for administrative support (clerical) jobs, you must go to the Michigan Civil Service Commission homepage (www.michigan.gov/mdcs), click  to view the **STATE OF MICHIGAN Job Opportunities** web page. In the Search Criteria, under “Categories,” click “Administrative Assistant,” “Clerical & Data Entry,” “Customer Service,” and “Miscellaneous;” and then the small “Go” button  at the end of the Search Criteria section. All posted, vacant administrative support jobs will be listed. If you are currently employed in the state classified government, in Career Tools, you may click “Internal Job Vacancies” to see other available jobs.

After reviewing your credentials in the on-line application, and if the agency wants to consider you for the vacancy, they will submit your on-line application to the Michigan Civil Service Commission for review. If you possess the minimum qualifications, you will be contacted by telephone by the Michigan Civil Service Commission to be scheduled for the civil service test. You must be available to take the test in a fairly short time frame.

After achieving a passing score on the civil service test, the hiring agency will contact you with further selection consideration.

For more information, in Career Tools, follow the instructions on How to Apply and the FAQs about the State of Michigan’s on-line application process.

Test Specifics

Within Exam 5030, there are three individual tests: Math Test, Secretary Test, and General Test. Depending on the classification of the vacant job, that specific test will be administered.

Math Test (No. 503M)

Accounting Assistant 5, 6, E7, and 8
Calculations Assistant 5, 6, E7, and 8

Secretary Test (No. 503S)

Executive Secretary E10, 11 and 12
Legal Secretary 7, E8, and 9
Secretary 7, E8, and 9
Word Processing Assistant 5, 6, E7, and 8

General Test (No. 503G)

Data Coding Operator 5, 6, E7, and 8
General Office Assistant 5, 6, E7, and 8
Human Resources Assistant 7, E8, and 9
Library Assistant 5, 6, E7, and 8
Medical Benefits Reviewer 5, 6, E7, and 8

The test will cover English Language, Spelling, and Vocabulary; Basic Arithmetic; Proofing; Coding; Filing; Following Procedures; and/or, MS Office Word, Excel, and Access. A typing performance test is included only in the Secretary Test and General Test.

You must pass both the questions portion and typing performance portion of the test with 40 WPM for the Secretary Test and 25 WPM for the General Test.

Each testing session is 2 hours and administered on a computer; on a weekday, in Lansing, Detroit, Marquette, Ironwood, and Sault Sainte Marie.