

NEOGOV AND THE ADMINISTRATIVE SUPPORT EXAMINATION (NO. 5030)

Administrative Support Examination Application

If you are on the “Examinations” website looking for the application to take the Administrative Support Examination (No. 5030), there is none. You must go to the Michigan Civil Service Commission homepage

(www.michigan.gov/mdcs), click  to view the vacancy postings, then click on and select “Administrative Support Jobs.” All posted, vacant administrative support jobs will be listed. Click on “Apply” and follow the instructions. It requires you to create an account, if you do not have one. Once you create an account, you will login to apply. The FAQs are listed in the upper left-hand corner of the page under “Career Tools.”

Applying for an Administrative Support Examination Vacancy

If you are on the vacancy posting website, testing for administrative support examinations are administered to those candidates selected for a potential job interview. After reviewing your credentials in the on-line application, and if the hiring 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 and/or email to be scheduled for the civil service test by the Michigan Civil Service Commission. When checking your email for examination scheduling, please check your “Spam” folder for *michigan.gov* emails. You must be available to take the test within one week. After achieving a passing score on this test, the hiring agency will contact you about further consideration in the selection process. Candidates unavailable to take the test, within the time period requested by the hiring agency, will not be considered for the vacancy. Candidates that decline the test will not be considered for the vacancy.

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 to you.

Math Test

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

Secretary Test

Executive Secretary E10, 11 and 12
Legal Secretary 7, E8, 9, and 10
Secretary 7, E8, and 9
Word Processing Assistant 5, 6, E7, and 8

General Test

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

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

Each test consists of 175 questions that will assess 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 in the Secretary Test and General Test.

To pass the test, you must answer 80% of the questions correctly and the typing performance portion, the Secretary Test at 40 WPM and for the General Test at 25 WPM. If you fail the test, you must apply for another vacancy to take the test again.

If you possess a disability that prevents you from participating in testing, inform the Scheduler that you will be completing and submitting the *Application for Persons with Disabilities and Request for Reasonable Accommodation in the Written Examination Process* (CS-944) and/or *Application for the Twelve-Month Trial Appointment Program for Persons with Disabilities* (CS-630) forms. These forms must be received within three workdays for processing. The *Application for the Twelve-Month Trial Appointment Program for Persons with Disabilities* requires review and signature from your rehabilitation counselor. The web link for the CS-944 form is <http://www.michigan.gov/mdcs/0,1607,7-147--22736--,00.html#CS944>. The web link for the CS-630 form is <http://www.michigan.gov/mdcs/0,1607,7-147--22736--,00.html#CS630>.