2020 Clerical Postings FAQ

Q: Which classifications are posted for this round of clerical testing?

A: Clerk Typist II/Administrative Typist II (REQ 371); Clerk II/Administrative Clerk (REQ 372); Senior Clerk/Senior Administrative Clerk (REQ 373); Information Services Technician (REQ 374); Secretary I/Administrative Assistant I (REQ 375).

Q: Can I submit one application for all postings?

A: No, you must submit a separate application for each posting for which you would like to be considered.

Q: Why do some of the postings have two classification titles in the title?

A: All but one of the postings (Information Services Technician) features both the Civilian Bargaining, as well as Functional titles. For example, Clerk Typist II is a Civilian Bargaining classification, while Administrative Typist II is a Functional classification. We combine these for posting sake because the requirements are the same. For more information about the differences between Civilian Bargaining and Functional positions, please visit https://hr.cityofomaha.org/public-documents/employee-groups

Q: Where are there vacancies for each of these postings?

A: These positions are posted so that five different lists of eligible
candidates can be created from the examination. There may not be any vacancies in any of the classifications at this time. Any vacancies that occur during the time the eligibility list is valid would be filled by candidates on each respective list.

Q: Why are you posting for classifications that may not have any current or anticipated vacancies?

A: The Human Resources Department posts and tests for these positions once every calendar year. A valid list of eligible candidates is essential.

Q: Which positions require a typing test?

A: Clerk Typist II/Administrative Typist II (REQ 371); Senior Clerk/Senior Administrative Clerk (REQ 373); Secretary I/Administrative Assistant I (REQ 375) all require a typing test of 45 wpm with 90% accuracy.

Q: How does the typing test work? How many times can I take the typing test?

A: Candidates must complete and pass a typing test based on the minimum qualification outlined in each posting. Once a candidate achieves a score that meets the minimum standards set in posting, no further typing tests are required for the other postings. Candidates are allowed four attempts at the typing test for each posting that requires a typing test. Candidates who do not complete and pass a required typing test will have their application disqualified.
**It is vital that your first and last names on the typing test are the same as your application.**


**Q:** I may have a typing test on file. How can I find out if it is still valid?

A: Email the Employment Division at peremploy@cityofomaha.org before the September 23, 2020 deadline.

**Q:** The examination for these postings is on September 25. Do I have to complete a separate exam for each position I am accepted for?

A: No, you will complete one exam regardless of the number of accepted applications among the five postings. For example, if you apply and your application is accepted for Clerk II/Administrative Clerk, and Information Services Technician, your one exam will cover both applications. You must apply for any of the five postings you are interested in before the September 23, 2020 deadline. You will only be sent one acceptance email if your application is accepted.

**Q:** I cannot attend the examination on September 25. Is there remote or alternate-date testing?

A: No.
Additional questions? Please contact us at peremploy@cityofomaha.org.