



# Michigan Civil Service Commission

Employment Information and Career Planning Services

## Jobs Which Require Testing

### Tests Open to All Applicants

Exam Number	Title	Jobs Which Require This Exam
<b>4012</b>	<b>Entry-Level Security</b>	Corrections Officer 8 Forensic Security Assistant 8
<b>5030</b>	<b>Administrative Support</b>	<i>Only administered when selected for an interview.</i>
	Jobs Which Require the Math Test:	Accounting Assistant 5 - 8 Calculations Assistant 5 - 8
	Jobs Which Require the General Test: <i>Minimum standard of 25 corrected WPM*</i>	Data Coding Operator 5 - 8 General Office Assistant 5 - 8 Human Resources Assistant 7 - 9 Library Assistant 5 - 8 Medical Benefits Reviewer 5 - 8
	Jobs Which Require the Secretary Test: <i>Minimum standard of 40 corrected WPM*</i>	Executive Secretary E10 - 11 Legal Secretary 7 - 9 Secretary 7 - 9
	*Words Per Minute	Word Processing Assistant 5 - 8
<b>9031</b>	<b>Supervisory</b>	Various Supervisory Classifications

### Exams Open to State Employees Only

Exam Number	Title	Jobs Which Require This Exam
<b>2012</b>	<b>State Police Sergeants</b>	State Police Sergeant E12 State Police Detective (Sgt.) 12
<b>2022</b>	<b>State Police Lieutenants</b>	<i>(See application for itemized list)</i>
<b>4081</b>	<b>Corrections Nonprofessional Supervisors</b>	Assistant Resident Unit Supervisor 11 Corrections Security Inspector 13 Corrections Shift Supervisor 11 - 13 Resident Unit Manager 13

View a complete exam schedule at: [http://www.michigan.gov/documents/ExamSchedule\\_159802\\_7.pdf](http://www.michigan.gov/documents/ExamSchedule_159802_7.pdf)

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Employment Information and Career Planning Services

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