

## OVERVIEW

This catalog is intended to provide explicit knowledge of the various types of examinations currently in the Exam Library. The catalog includes Clerical, Administrative, Professional, Technical, Data Processing, Law Enforcement and General Aptitude Tests. Almost all of the examinations are job-related and therefore test the competencies and abilities of candidates who can do the job best. There are approximately 69 different kinds of examinations. New tests are being revised to meet the changing needs of the Civil Service.

The minimum education requirement stated in this catalog is not limited. Job experience as specified in the class specification plan can be substituted for education on a case by case basis. However, for inexperienced new entrants, generally high school graduation or completion of a secondary education is the required minimum.

The Employment Services Directorate has a job definition and specification for each job classified for which there is a corresponding examination.

The following examinations are contained in our exam Library:

### **1. Clerical Examination**

Candidates seeking employment in clerical positions have to qualify in the written as well as the practical portions of the examination. The examinations that involve both written and practical include executive secretary, secretary, sr. clerk/typist and clerk/typist. The clerical categories along with minimum educational qualification are:

<b><u>Examination</u></b>	<b><u>Educational Qualification</u></b>
Executive Secretary	High School Graduate with Experience
Secretary	High School Graduate
Senior Clerk/Typist	High School Graduate
Clerk/Typist	High School Graduate
Senior Account Clerk	High School Graduate
Account Clerk	High School Graduate
Senior Clerk	High School Graduate
Supervising Clerk	High School Graduate
Senior File Clerk	High School Graduate
File Clerk	High School Graduate

Clerk I	High School Graduate
Clerk II	High School Graduate
Senior Survey Interviewer	High School Graduate
Survey Interviewer	High School Graduate

## **2. Administrative Examination**

This category tests the competencies and abilities of candidates seeking employment in Administrative positions. The difficulty of the examination increases from low level to high level positions. This is because people in high level positions carry a high degree of responsibility for decision made. Candidates for high level positions must possess a minimum educational background of a bachelor's and must demonstrate a certain degree of knowledge about administrative procedures and practices in Liberia in addition to other requirements.

The Administrative category along with minimum educational qualification includes:

<b><u>Examination</u></b>	<b><u>Educational Qualification</u></b>
Principal Administrative Officer	Master's Degree
Principal Director	Master's Degree
Principal Staff Analyst	Master's Degree
Administrative Office	College Graduate
Assistant Administrative Officer	College Graduate
Assistant Staff Analyst	College Graduate
Assistant Statistician	College Graduate
Director	College Graduate
Assistant Director	College Graduate
Senior Administrative Officer	College Graduate
Senior Director	College Graduate
Senior Staff Analyst	College Graduate

Special Assistant	College Graduate
Staff Analyst	College Graduate
Statistician	College Graduate
Procurement Director	College Graduate
Hospital Administrative Aide	High School Graduate
Procurement Officer	High School Graduate
Senior Procurement Officer	High School Graduate

### **3. Technical Examination**

Technical category involves the testing of candidates who have not achieved professional status in their respective fields of discipline. This category includes mostly technicians with minimum educational qualification of a high school graduate.

The following examinations are fund in this category:

Audit Technician

Senior Audit Technician

Accounting Technician

Senior Accounting Technician

Administrative Technician

### **4. Professional Examination**

This category tests the abilities and competencies of candidates who have acquired professional training in their respective fields of specialization.

The minimum educational qualification for this category is a bachelor's degree

The Exam Library houses the following examinations:

Editor-In-Chief

Managing Editor

Assistant Editor-In-Chief

Editor

Sub Editor

Accountant

Senior Accountant

Principal Accountant

Economist

Welfare Worker/Counselor

Welfare Coordinator (Under construction)

Computer Supervisor

Senior Computer Operator

Computer Operator

Data Processing Manager

News Reporter in Government (High School Graduate)

a. Senior Reporter

b. Junior Reporter

Auditor

Senior Auditor

Principal Auditor

##### **5. Law Enforcement Examination**

The examination in this category tests the abilities and competencies of Law Enforcement Officers to deal with and relate to the public. The minimum educational qualification is high school graduate along with training in related fields of Law Enforcement.

The Examination includes:

Correction Officer

Law Enforcement Aptitude Test

Law Enforcement – Subject Matter

- a. Patrolman, National Police
- b. Corporal, National Police
- c. Sergeant, National Police

Supervision Test for

- a. Captain, National Police
- b. Lieutenant, National Police

**Civil Service Agency**  
**Examination Information**

- I. Registration Days: Mondays, Wednesdays & Fridays  
Time: 8:30 A.M. TO 2:00 P.M.
  
- II. CREDENTIALS FOR REGISTRATION

- a. WAEC Certificate - Original & Photocopy
- b. Degree/Diploma - Original & Photocopy
- c. Recent Grade Sheet (College/University) – Original & Photocopy
- d. Other academic/Vocational Credentials – Original & Photocopy
- e. Two recent Passport Size Photographs
- f. Marriage Certificate if change of name
- g. Affidavit if change of name

III. MATERIALS

- a. Bring pen for registration
- b. Bring pen & pencil on Exam Day
- c. Calculator for Accountant & Accounting Technician only

Please come the following Monday after the date of registration to check on the **bulletin board** at 2:00p.m.to make sure that your name is scheduled for the Exam.

Check the Registrar's Office if your name was not placed on the listing, for further clarification.

Exam results can be picked up from the Registrar's office after (15) working days, following the date of the exams.

Exam results are issued between 9:00 A.M. to 2:00 P.M. on Tuesdays and Thursdays. Please bring photo I D

