

# Want a clerical job with the City & County of San Francisco but lack experience?



## FOR A LIMITED TIME THE CITY IS OFFERING A WAY TO GET THE YEAR OF EXPERIENCE NEEDED TO APPLY FOR A CLERICAL JOB

The City is offering a Clerical Eligibility Test this summer. Beginning June 25, 2018, all you need is a high school diploma or GED to enroll. If you pass this test, you will receive a certificate that takes the place of one year of clerical experience required to take the Junior Clerk (1402) or Clerk (1404) test. The City will give the Clerical Eligibility Test at least weekly through mid-August. The certificate will be valid for three years. If you have your certificate you can apply for the Junior Clerk (1402) or Clerk (1404) test in September 2018. You will attach a copy of your certificate when you apply.

You must file an application on the [City's website](#) **NO LATER** than 5:00 PM on August 10, 2018 to register for the Clerical Eligibility Test. You will receive an e-mail telling you whether you meet the requirements. If you do, you will also receive your test date, time and location. Appointments are on a first-come, first-served basis. If you miss your test date, you will only get a new date if there are openings.

Passing the Clerical Eligibility Test does not guarantee you a job. It provides you with a chance to take the job exam later this year even if you don't have clerical experience.

### Clerical Eligibility Test Step by Step

1. Apply online for Clerical Eligibility Test by August 10 @ 5 pm
2. Get test date, time and location by email
3. Take and pass test
4. Receive certificate, which equals one year of clerical experience
5. Apply for Junior Clerk and/or Clerk job exam in September 2018
6. Take exam and compete for a good score
7. Those with good scores may interview for open jobs

**Candidates with a year of clerical experience do not need to take this test to qualify for the job exam.**

### Have questions about the Clerical Eligibility Test?

e-mail: [RAS.Proctor@sfgov.org](mailto:RAS.Proctor@sfgov.org)  
or call: 415-557-4858

E-mail and voicemail messages are checked and replied to once a week.

For more information about working for the City and County of San Francisco visit the DHR website at [sfdhr.org](http://sfdhr.org)



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