

## TESTABLE POSITION REQUIREMENTS

### About This Form:

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
  - Minor: 10% or less
  - Moderate: 11% - 20%
  - Major: 21% or more

### Class Title: Court Technician

Testable Requirements		(%)
1	Knowledge of general clerical methods such as answering and transferring telephones, making copies, filing, and scanning documents	5
2	Knowledge of and ability to make basic/elementary mathematical calculations	10
3	Knowledge of basic legal/court terminology and related policies and procedures	15
4	Knowledge of Microsoft Office products such as Word and Excel	5
5	Demonstrated Knowledge of proper business English usage, spelling, punctuation, and grammar	10
6	Attention to detail with the ability to work well under pressure to manage stressful situations with minimal errors to work product	20
7	Thorough knowledge of and proficiency with principles of time-management with the ability to organize, prioritize and timely complete job duties	20
8	Knowledge of workplace safety and ability to perform all job duties in a safe manner	5
9	Knowledge of concepts related to customer service, public relations and interpersonal communications	10
<b>Total</b>		<b>100%</b>

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Carla L. Sipes Title: Judge

Signature: Carla L. Sipes Date: 12/6/23