

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
1717 Philo Road, Suite 24
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James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Lucinda M. Neitze *LM*
Assistant Director, Operations and Audit Division

SUBJECT: Final Status Notice for the Elimination of the Typing Requirement –
Dental Clinic Clerk Series

DATE: April 30, 2015

As previously communicated on November 24, 2014, the State Universities Civil Service System (System Office) distributed a proposal notice regarding the permanent elimination of the typing test requirement as part of our overall examination protocol. Current occupational trends do not rely heavily on such basic typing requirements for many positions. Accordingly, this office will gradually be discontinuing our overall technological support of the electronic typing test currently offered through our system.

Based on the feedback we've received from our Employers, effective ***Friday, May 8, 2015***, the typing examination requirement will no longer be used as a screen out for the Dental Clerk Series classifications. This will maximize efficiencies with respect to examination administration, and address some immediate employment concerns within the operational units utilizing this classification structure.

Voiding/Deleting Registers

Any registers for the Dental Clinic Clerk I, Dental Clinic Clerk II, and Dental Unit Coordinator classifications should be voided no later than the close of business on ***Thursday, May 7, 2015***. Please contact our office if you require assistance with voiding notices through our E-Test system.

If you have any questions or need additional information, or would like to provide feedback or concerns regarding this change, please contact me at (217) 278-3150 Ext. 236 or at cindyn@sucss.illinois.gov.