

POSITIONS THAT REQUIRE COMPUTER KEYBOARD SKILLS TEST	
FOPE Clerical Positions	
Job Title	Pay Grade
Bid Document Specialist (County)	18
Bilingual Clerk	15
Business Affairs Specialist (County)	18
Clerk Specialist I (County)	11
Clerk Specialist II (County)	13
Clerk Specialist III (County)	14
Clerk Specialist IV (County)	15
Clerk Typist I (All locations)	10
Clerk Typist II (All locations)	12
Customer Service Specialist I	14
Customer Service Specialist II	15
Customer Service Specialist III	18
Database Research Assistant	18
Guidance Data Specialist	16
Information Management Specialist (High/Ctr/Comm. Schl)	15
Information Management Technician (Elem/Mid)	14
Library Media Clerk (Schools & Vocational)	12
Multicultural Resource Facilitator	15
Office Manager I (Elementary & Middle)	15
Office Manager II (High School, County & Vocational)	16
Purchasing Agent Specialist (County)	18
Purchasing Technician	16
Registrar I (Middle)	13
Registrar II (High)	14
Registrar III (Adult & Vocational)	15
Secretary I (All locations)	11
Secretary II (All locations)	13
Secretary III (All locations)	14
Secretary IV (County)	16
Systems Facilitator-HRD	18
Telecommunications Service Assistant I	15
Test Monitor	18
Test Proctor	13
Confidential Positions	
Job Title	Pay Grade
Board Clerk Specialist A	6
Clerk Specialist A	6
Clerk Specialist A, Budget Office	6
Clerk Specialist A, Non-Instructional Staffing	6
Clerk Specialist A, Systems & Programming	6
Clerk Specialist A, Treasurer	6
Clerk Specialist B	8
Clerk Specialist B, Benefits Claims	8
Clerk Specialist B, Budget Master Control	8
Clerk Specialist B, Employee & Labor Relations (ELR)	8
Clerk Specialist B, FTE Control	8
Clerk Specialist B, Instructional Staffing	8
Clerk Specialist B, Non-Instructional Staffing	8
Clerk Specialist B, Word Processing	8
Clerk Specialist C, Audits	9
Clerk Specialist C, Cost Accounting	9
Department Secretary	9
Executive Secretary	11
Executive Secretary, Area Sup (Chief)	11
Executive Secretary, Deputy Sup	12
Executive Secretary, OSBM	11
Executive Secretary, Superintendent	12
Office Manager	9
Office Manager, Employee & Labor Relations (ELR)	9
Office Manager, SIU (Broward Schools Police Dept)	9
Records Management Assistant, OSBR	12
School Board Office Manager	12
Secretary, Employee Assistance Program	8
Word Processing Manager	11
Total Jobs: 62	

POSITIONS THAT DO NOT REQUIRE COMPUTER KEYBOARD SKILLS TEST	
FOPE Clerical Positions - No test required	
Job Title	Pay Grade
Accounting Clerk (County)	15
Accounting Specialist I	15
Accounting Specialist II	18
Accounts Payable Specialist	16
Area Budget/Bookkeeper	16
Benefits Information Clerk	12
Bilingual Intake Facilitator	13
Binder/Shipper	15
Bookkeeper I (Elementary & Middle)	14
Bookkeeper II (Elementary & Middle)	15
Bookkeeper III (High School, County & Vocational)	16
Bookkeeper/Budgetkeeper (Elementary & Middle)	15
Budget Support Specialist	18
Budgetkeeper I (All locations)	14
Budgetkeeper II (All locations)	15
Clerk Specialist IV "Just Say No to Drugs"	15
Closed Captioning Specialist	18
Compositor	18
Computer Operator I	18
Computer Operator II	20
Customer Service Specialist	18
Data Entry Operator I (County)	14
Data Entry Operator II (County)	15
Documentation Specialist I	15
Documentation Specialist II	18
Educational Interpreter for Deaf/Hard of Hearing I, II, III, IV	15,16,18 or 20
Financial Systems Facilitator I	16
Financial Systems Facilitator II	19
General Clerk I (Entry)	10
General Clerk II	11
General Ledger Facilitator	18
Instructional Materials Distribution Facilitator	21
Inventory Audit Specialist	15
M/WBE Data Specialist	15
Maintenance Funding Control Specialist	20
Micro-Computer Technical Specialist	18
Network Analyst I	15
Network Analyst II	18
Offset Press Operator	18
Old Dillard Museum Technical Specialist	18
Operations Specialist I	12
Operations Specialist II	13
Operations Specialist III	15
Operations Specialist IV	18
Operations Technician	18
Payroll Processor	16
Photographic Technician	15
Receptionist I (Entry)	10
Receptionist II	11
Security Clearance Clerk	15
Senior Accounts Payable Specialist	18
Senior Payroll (PAF) Processor	18
Stage Operations Technical Specialist (Performing Arts Centers)	20
Technical Service Specialist	19
Confidential Positions - No test required	
Job Title	Pay Grade
Paralegal	11
Workers' Compensation Document Control Clerk	1
Workers' Compensation Medical Records Research	2
Workers' Compensation Medical Support Assistant	3
Workers' Compensation Orientation Coordinator	4
Total Jobs: over 53 jobs	