

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
**DIVISION OF STAFFING SERVICES**  
**GENERAL INFORMATION BULLETIN No. 12-02 - UPDATE**

TO: Department and Agency Directors of Human Resource, Personnel and Affirmative Action Officers

FROM: Blaine Ryan Lynch, Director Staffing Services

SUBJECT: Beginning Clerical Worker Eligible Lists Appropriate to Fill Keyboard Specialist 1 Positions

DATE: January 14, 2013

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This is to advise that the Performance Test Manager, a computerized testing system that administers and scores the typing performance test and Form T-250.1, Agency Decentralized Test Authorization Request, are available online. You may access the testing system and Form on the Department of Civil Service website at [http://www.cs.ny.gov/testing/state\\_ptm\\_info.cfm](http://www.cs.ny.gov/testing/state_ptm_info.cfm).

The completed original form (T-250.1) should be returned to the Examinations Control Unit, by fax at: 518-474-1605 or by mail to the Examinations Control Unit, New York State Department of Civil Service, Albany, NY 12239. Please keep a copy of the completed form for your agency's records.

Questions regarding this update may be directed to Vivienne Richards, Staffing Services Section 5, at (518) 473-9599.