

**NEW ORLEANS CIVIL SERVICE
CLERICAL SKILLS 5% SPECIAL RATE OF PAY
AUTHORIZATION FORM**

Classified Office Support employees who are assigned to use keyboarding skills and are proficient in Microsoft Office tools may be eligible to receive five percent over their normal rate of pay. To be eligible, employees must be assigned keyboarding duties in writing by their appointing authority, type at the rate of at least 40 words per minute (after the deduction of errors) and present proof of completion of coursework in two or more Microsoft Office tools.

Complete this form and submit it with the typing skills test application in Neogov. Employees must submit certificates of completion of coursework in two or more Microsoft Office tools and this Authorization Form as attachments to their application in Neogov prior to being scheduled for the typing test. The Neogov application link is provided below.

<https://www.governmentjobs.com/careers/neworleans/jobs/1710369/clerical-skills-5-special-rate-of-pay?pagetype=promotionalJobs>

Information on free Microsoft Office training can be found here: <http://employee.nola.gov/work/training/business-software/>

Employee's Name: _____

Employee's Job Classification: _____

Employee's Department: _____

SPECIAL RATE OF PAY INFORMATION

Is the employee assigned to use keyboarding skills in the regular performance of the employee's duties? (circle one)

Yes No

Please provide a brief description of the employee's duties requiring keyboarding.

The employee has completed software courses or tests in the below Microsoft Office Software (circle all that apply):
Employees must submit proof of completion to Civil Service.

Word	Outlook	Project
Excel	Access	SharePoint
PowerPoint	OneDrive for Business	Visio

APPROVALS

By signing this form I indicate my agreement that the above listed employee has been assigned to use keyboarding skills in the regular performance of his/her job duties.

Appointing Authority Signature: _____ **Date:** _____

Appointing Authority Name (printed): _____ **Date:** _____

Employee's Signature: _____ **Date:** _____