

Subject Areas Included On Written Examinations

Advanced Clerical Series (Test implementation date: September 1, 2008)

(Test required for the following classifications: Administrative Specialist I, Administrative Specialist II, Executive Assistant, Intake Specialist (10/2014), and Senior Administrative Specialist)

- Processing Information and Data
- Communication Skills
- Clerical Problem Solving

Advanced Fiscal Series (Test implementation date: September 1, 2008)

(Test required for the following classifications: Accountant Associate I, Accountant Associate II, Revenue Inspector, and Senior Fiscal Specialist)

- Processing Information and Data
- Communication Skills
- Clerical Problem Solving
- Bookkeeping

Advanced Legal Series (Test implementation date: September 1, 2008)

(Test required for the following classifications: Legal Administrative Supervisor, Legal Secretary, Legal Specialist, and Senior Legal Specialist)

- Processing Information and Data
- Communication Skills
- Clerical Problem Solving
- Legal Concepts

Automotive Attendant (Test implementation date: June 17, 2010)

- Basic Maintenance
- Tools and Equipment
- Problem Solving

Building Attendant/Custodian (Test implementation date: August 7, 2007)

- Basic Safety
- Indoor Maintenance

Cook

- Reading Comprehension
- Cooking Basics
- Cooking Definitions

Engineering Aide I and II (Test implementation date: May 5, 2010)

- Reading with Understanding
- Communication Skills
- Basic Concepts

Engineering Aide III (Test implementation date: May 5, 2010)

- Reading with Understanding
- Communication Skills
- Basic Concepts
- Advanced Concepts

Engineering Aide Trainee

- Mathematical Reasoning
- Survey
- Following Instructions

Entry Animal Control Series (Test implementation date: February 3, 2010)

(Test required for the following classifications: Animal Control Officer I and Animal Control Officer II)

- Reading with understanding
- Work Place Safety
- Animal Care and Handling

Entry Clerical Series (Test implementation date: June 11, 2007)

(Test required for the following classifications: 311 Call Ctr Rep., Automotive Parts Technician, Automotive Service Writer, Clerical Spec., Communications Security Spec., Complaint Specialist, Crime Spec., Dispatcher, Fiscal Specialist, Mail Clerk, Parking Garage Attendant I, Parking Garage Attendant II, Senior Clerical Specialist, Sr. Crime Spec., Sr. Stock Clerk, Stock Clerk I, Stock Clerk II, and Surveillance-System Monitor)

- Filing Ability
- Reading with Understanding
- Customer Service and Interpersonal Skills
- Clerical Problem Solving

Entry Law Enforcement (Test implementation date: April 16, 2010)

(Test required for the following classifications: Airport police/ARFF Officer, and Deputy Constable)

- Reading with understanding
- Interpersonal Communication
- Written Communication

Entry Probation Series (Test implementation date: April 16, 2010)

(Test required for the following classification: Juvenile Probation Officer, Juvenile Probation Officer/Post Certified, and Probation Officer, Probation Officer/Post Certified)

- Reading with understanding
- Interpersonal Communication
- Written Communication
- Human Behavior

Heavy Equipment Operator (Test implementation date: August 7, 2008)

- Basic Safety
- Following Street Maps and Directions
- Outdoor Maintenance
- Heavy Equipment Operations and Maintenance

Library Aide/Library Page (Test implementation date: April 13, 2009)

- Customer Service & Interpersonal Skills
- Decimal Arrangement
- Alphabetical Arrangement

Maintenance Worker Series (Test implementation date: August 7, 2007)

(Test required for the following classifications: Maintenance Worker I, Maintenance Worker II, and Maintenance Worker III)

- Basic Safety
- Following Street Maps and Directions
- Outdoor Maintenance

Mosquito Control Specialist (Test implementation date: February 3, 2010)

- Reading with Understanding
- Workplace Safety
- Basic Pest control Concepts
- Mosquito Control

Parking Meter Collector

- Basic Safety
- Reading Gauges and Scales
- Following Street Maps and Directions

Pest Control Inspector I & II (Test implementation date: February 3, 2010)

- Reading with Understanding
- Workplace Safety
- Basic Pest Control Concepts

Plant Operations Series (Test implementation date: August 7, 2007)

(Test required for the following classifications: Plant Mechanic I and Pump Mechanic I)

- Workplace Safety
- Mechanical Concepts
- Interpreting Gauges/Charts
- Pump Operation and Maintenance

Professional Financial Series (Test implementation date: January 16, 2007)

(Test required for the following classifications: Assistant Environmental Services Financial Manager (12-20-17), Assistant Library Business Manager, Assistant Police Business Manager, Central Garage Business Officer (2-12-16), DHDS Accounting Section Supervisor, EMS Billing Manager)

- Financial Principles
- Applied Financial Concepts
- Reading with Understanding
- Communication

Professional Series (Test implementation date: December 4, 2007)

(Test required for the following classifications: Career Development Specialist, Community Planner I, Family Service Worker, Human Resources Analyst, Human Resources Specialist, Juvenile Probation Counselor I, Juvenile Probation Counselor II, Library Technician I, Library Technician II, Library Technician III, Planner I, Program Analyst, Program Specialist, Purchasing Analyst I, Purchasing Analyst II, Quality Assurance Manager, Retirement Analyst, Senior Career Development Specialist, Senior Human Resources Analyst, Senior Human Resources Specialist, Senior Juvenile Probation Counselor, Senior Program Analyst, Senior Program Specialist, and Senior Retirement Analyst)

- Communication Skills
- Reading Comprehension
- Problem Solving

Public Works Supervision (Test implementation date: May 24, 2010)

(Test required for the following classifications: Maintenance Worker Supervisors I and II, Assistant PW Superintendent, PW Superintendent, Tradeswork Supervisor, Mechanical Operations Supervisor, Mechanical Operations Manager)

- Supervisory Concepts
- Communication Skills
- Planning & Managing Work

Supervisory Law Enforcement Series (Airport) (Test implementation date: April 1, 2010)

(Test required for the following classifications: Airport police/ARFF Lieutenant, Airport Police/ARFF Sergeant)

- Communication Skills
- Supervisory Concepts
- Problem Solving Skills
- Technical Concepts (Airport Police)

Supervisory Law Enforcement Series (Constable) (Test implementation date: April 1, 2010)

(Test required for the following classifications: Deputy Constable Lieutenant, Deputy Constable Sergeant)

- Communication Skills
- Supervisory Concepts
- Problem Solving Skills
- Technical Concepts (Constable)

Senior Juvenile Probation Officer/PC (Test implementation date: April 1, 2010)

- Communication Skills
- Supervisory Concepts
- Problem Solving Skills
- Technical Concepts (Juvenile Probation)

Senior Probation Officer (Test implementation date: April 1, 2010)

(Test required for the following classifications: Senior Probation Officer, Senior Probation Officer/Post Certified)

- Communication Skills
- Supervisory Concepts
- Problem Solving Skills
- Technical Concepts (Probation)

Spray Systems Servicer –(Test implementation date: June 17, 2010)

(Test required for the following classifications: Spray Systems Servicer and Spray Systems Supervisor)

- Basic Maintenance
- Tools and Equipment
- Problem Solving
- Advanced Maintenance Concepts

Teacher Aide (Test implementation date: May 5, 2010)

- Reading with Understanding
- Communication Skills
- Working with School Children

Traffic Signal Technician Series (Test implementation date: June 2, 2008)

(Test required for the following classifications: Traffic Signal Technician I and Traffic Signal Technician II)

- Electrical Concepts
- Electrical Diagrams and Problem Solving
- Electrical Safety

Traffic Signal Technician III (Test implementation date: June 2, 2008)

- Advanced Concepts
- Electrical Concepts
- Electrical Diagrams and Problem Solving
- Electrical Safety

Treatment Plant Operator I (Test implementation date: August 7, 2007)

- Workplace Safety
- Mechanical Concepts
- Interpreting Gauges/Charts
- Pump Operation and Maintenance
- Plant Operation

Treatment Plant Operator Trainee

- Elementary Knowledge of Matter and Energy
- Ability to Read Meters
- Following Written Directions