

**09830**  
**ACCOUNT CLERK**

**EXAMINATION METHOD:** The examination for Account Clerk consists of five computer administered test components. To be eligible for employment consideration, an applicant must pass all five test components. An applicant's standing or rank on an eligible list is based on a combination of the five test component scores.

**TEST SUMMARY:** The test for Account Clerk consists of 110 multiple choice questions organized into 5 test components designed to assess the knowledge, skills, and abilities required to successfully perform the job of Account Clerk. The five test components are:

**Alphabetic/Numeric Filing** - Questions assesses the applicant's ability to accurately place in order various items within a group of existing alphabetic and numeric files. (40 questions)

**Assembling Information** - Questions assess the applicant's ability to gather data from a chart. (15 questions)

**Basic Calculations** - Questions assess the applicant's ability to perform basic calculations, including addition, subtraction, multiplication, division, fractions, and percentages. (20 questions)

**Word Meanings** - Questions assesses the applicant's ability to use words properly within a sentence. (20 questions)

**Word Problems** - Questions assess the applicant's ability to solve word math problems. These problems will cover addition, subtraction, multiplication, division, numerical reasoning, and rates and percentages. (15 questions)