

09831

ACCOUNTING TECHNICIAN 1

EXAMINATION METHOD: The examination for Accounting Technician 1 is a written test. To be eligible for employment consideration an applicant must attain a passing score, 70 or greater, on the examination. An applicant's standing or rank on an eligible list is based on this score.

TEST SUMMARY: The written test consists of 65 multiple choice questions divided into four different test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to effectively perform the job. The four test sections are:

Organizing Material - Questions assess an applicant's ability to obtain needed information from a variety of sources, and to summarize unorganized material. (12 questions)

Calculations - Questions assess an applicant's ability to perform calculations involving addition, subtraction, multiplication, division and percentages. (17 questions)

Following Directions - Questions assess an applicant's ability to read and apply complicated sets of directions. (20 questions)

Contracts and Invoices - Questions assess an applicant's ability to analyze contracts to determine whether payment of a number of invoices is authorized. (16 questions)