

02340

INFORMATION SYSTEMS ASSISTANT

EXAMINATION METHOD: The examination for Information Systems Assistant consists of a multiple choice written test. To be eligible for employment consideration an applicant must attain a passing score, 70 or greater, on the test. An applicant's standing or rank on an eligible list is based on this score.

TEST SUMMARY: The computer-administered test consists of 78 multiple choice questions divided into five test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to learn information system analysis, design and/or programming work. The five test sections are:

Organizing Problem Solutions - Questions are designed to assess an applicant's ability to appropriately organize the steps for the solution of a problem into a logical sequence by using work flow diagrams. (21 questions)

Reading Passages and Answering Questions about Content - Questions are designed to assess the extent to which an applicant will be able to learn specific components or aspects of the job through the reading of written technical materials. (12 questions)

Solving Problems Using Basic Mathematics - Questions are designed to assess an applicant's ability to analyze a problem and determine the necessary steps for resolution using addition, subtraction, multiplication, or division. (21 questions)

Expressing Information – Questions are designed to assess the applicant's ability to express information in a clear, concise form. (12 questions)

Identifying the Last Letter in a Sequence - Questions are designed to assess an applicant's ability to interpret the logic used in the creation of a letter sequence. (12 questions)