

Subject Areas Included On Written Examinations

Advanced Clerical Series

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

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

Advanced Fiscal Series

(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 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

Airport Police/ARFF Officer

- Firefighting Practices
- English Usage (Vocabulary and Grammar)
- Reading Comprehension
- First Aid
- Airplane Construction and Safety Hazards
- Law Enforcement

Airport Police/ARRF Lieutenant

- General Aircraft/Rescue Knowledge
- Law Enforcement
- Supervisory Knowledge and Training
- Reading Comprehension
- Public Relations

Airport Police/ARRF Chief

- General Aircraft/Rescue Knowledge
- Supervisory Knowledge
- Training Methods
- Organization and Coordination
- Records and Reports
- Public/Employee Relations

Airport Police/ARRF Sergeant

- General Aircraft/Rescue Knowledge
- Law Enforcement
- Reading Interpretation
- Supervisory Knowledge

Animal Caretaker

- General Animal Knowledge
- Reading Comprehension and Reading Labels
- Ability to Follow Oral and Written Instructions
- Public Relations

Animal Control Officer Series

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

- Public and Work Relations
- General Knowledge of Animal Behavior and Law Enforcement
- Interpretation of Written Materials

Automotive Attendant I

- Reading Comprehension
- Safety

Biologist

- Matching of Biology Terms
- General Knowledge of Biology

Building Attendant/Custodian

- Basic Safety
- Indoor Maintenance

Cook

- Reading Comprehension
- Cooking Basics
- Cooking Definitions

Deputy Constable

- Terminology
- Spelling
- Public Relations
- Arithmetic Computations
- Reports

Deputy Constable Sergeant

- Supervisory Knowledge
- Reading Comprehension
- Human Relations
- Vocabulary/Terminology
- Civil/Criminal Court Procedures

Engineering Aide Trainee

- Mathematical Reasoning
- Survey
- Following Instructions

Entry Clerical Series

(Test required for the following classifications: 311 Call Center Representative, Clerical Specialist, Communications Security Specialist, Complaint Specialist, Dispatcher, Fiscal Clerk, Fiscal Specialist, Mail Clerk, Parking Garage Attendant I, Parking Garage Attendant II, Senior Clerical Specialist, Senior 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

Heavy Equipment Operator

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

Juvenile Probation Officer/POST Certified

- Records and Reports
- Interviewing
- Adult and Child Psychology
- Ability to Follow Oral and Written Instructions
- Public Relations

Library Aide/Library Page

- Decimal Arrangement
- Alphabetical Filing
- Spelling
- Vocabulary
- Word Relationships

Maintenance Worker Series

(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

Maintenance Worker Supervisor I

- Supervisory Knowledge
- Safety
- Public Relations
- Math
- Interpreting Tables

Mechanical Operations Supervisor

- Supervisory Knowledge
- Safety
- Public Relations
- Math
- Interpreting Tables

Mosquito Control Specialist

- General Knowledge of Mosquito/Rodent Control
- Mathematical Computations
- Word Relationships
- Reading Comprehension
- Progression
- Interpretation of Data

Parking Meter Collector

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

Parking Meter Service Worker

- Reading Comprehension
- Safety

Pest Control Inspector I

- General Knowledge of Mosquito/Rodent Control
- Mathematical Computations
- Ability to Follow Oral and Written Instructions
- Public Relations

Plant Mechanic I

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

Probation Officer

- Records and Reports
- Interviewing
- Adult and Child Psychology

Professional Financial Series

(Test required for the following classifications: Assistant Airport Business Manager, Assistant Library Business Manager, DHDS Accounting Section Supervisor, EMS Billing Manager, Public Works Accounting Section Supervisor, Senior Auditor, and Senior Financial Analyst)

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

Professional Series

(Test required for the following classifications: Accreditation Analyst, Career Development Specialist, Content Area Specialist, Family Advocate, Family Service Worker, Head Start Center Supervisor, Housing Program Specialist, 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, Planner II, Purchasing Analyst I, Purchasing Analyst II, Retirement Analyst, Senior Career Development Analyst, Senior Housing Program Specialist, Senior Human Resources Analyst, Senior Human Resources Specialist, Senior Probation Counselor, and Senior Retirement Analyst)

- Communication Skills
- Reading Comprehension
- Problem Solving

Purchasing Analyst I

- Reading Comprehension
- Public Relations
- Purchasing Math Problems
- Purchasing Practices and Procedures

Public Works Superintendent

- Supervisory Knowledge
- Employee Work Rules and Regulations
- Planning and Coordination
- Safety
- Public and Employee Relations
- Ability to Prepare Reports

Pump Master Mechanic

- Operation, Maintenance, and Knowledge of Electrical Equipment
- Safety and First Aid
- Operation of Electric Pumps and Pumping Equipment
- Identification of Tools and Repair Parts
- Ability to Prepare Reports

Pump Mechanic I

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

Senior Automotive Attendant

- Reading Comprehension
- Safety

Spray System Servicer

- Reading Comprehension
- Safety

Teacher Aide

- Childcare Knowledge
- Reading Comprehension
- English Usage
- Spatial Relationships

Tire Service Worker

- Reading Comprehension
- Safety

Traffic Signal Technician Series

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

- Electrical Concepts
- Electrical Diagrams and Problem Solving
- Electrical Safety
- Advanced Concepts (for Traffic Signal Technician III only)

Treatment Plant Operator I

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

Treatment Plant Operator Trainee

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