

## **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, 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

### **Biologist**

- Matching of Biology Terms
- General Knowledge of Biology

### **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 Caretaker I Animal Caretaker II, Animal Caretaker Supervisor, Animal Control Officer I, 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, Clerical Spec., Communications Security Spec., Complaint Specialist, Crime Spec., Dispatcher, Fiscal Clerk, 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, 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, Probation Officer)

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

**Heavy Equipment Operator (Test implementation date: August 7, 2010)**

- 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

**Parking Meter Service Worker**

- Reading Comprehension
- Safety

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

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

**Plant Mechanic I (Test implementation date: August 7, 2007)**

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

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

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

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

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

(Test required for the following classifications: Accreditation Analyst, Career Development Specialist, Community Planner I, 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 Specialist, 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

**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

**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 (Test implementation date: August 7, 2007)**

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

**Senior Automotive Attendant**

- Reading Comprehension
- Safety

**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)**

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

**Spray System Servicer (Test implementation date: June 17, 2010)**

- 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

**Tire Service Worker (Test implementation date: June 17, 2010)**

- Basic Maintenance
- Problem Solving
- Tire Maintenance and Repair
- Tools and Equipment

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

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

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

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

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

**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