

Guide
To Taking The Written Test For

**ENTRY-LEVEL
ACCOUNT/AUDIT CLERICAL
SERIES**



New York State Department of Civil Service

Albany, New York

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INTRODUCTION

The New York State Department of Civil Service has developed this Guide to familiarize you with the Entry-Level Account/Audit Clerical Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will likely see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Account/Audit Clerical Series written test has an overall time allowance of 3 hours. The test is divided into three separate subject areas and the questions are designed to evaluate the following abilities:

- 1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- 2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS:** These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.
- 3. ARITHMETIC REASONING:** These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

The remainder of this guide explains how you are tested in each of these subject areas. A **TEST TASK** is provided for each subject. This is an explanation of how a question is presented and how to correctly answer it. Be sure to read each one carefully.

You will also be given at least one **SAMPLE QUESTION** for each subject area. It will be of the type that you will see on the actual test. The **SOLUTION** and correct answer are provided after each question. You should study the question and its solution until you understand how it works.

SUBJECT AREA 1

CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

TEST TASK: You are given questions which require you to follow specific directions given for each question. Each question may involve alphabetizing, comparing, checking and counting given groups of letters and numbers.

SAMPLE QUESTIONS:

QUESTION 1:

How many pairs of the following groups of letters are exactly alike?

BRFQSX	BRFQSX
ACDOBJ	ACDBOJ
RPTQVS	RPTQVS
ZUYRVB	ZUYRVB
SPQRAS	SQRPAS
HVCBWR	HVCRWB

- A. 2
- B. 3
- C. 4
- D. 5

The answer is B.

SOLUTION: To answer this question you must compare the column of letter groups on the left to the column of letter groups on the right. BRFQSX, RPTQVS and ZUYRVB of the left column are exactly like BRFQSX, RPTQVS and ZUYRVB of the right column. The other groups of letters are not exactly alike so the answer is 3 (choice B).

QUESTION 2:

In the following sentence, how many words contain letters that appear more than once in that word?

“Right around April Fool’s Day, the daffodils and crocuses start to emerge and cheer us up after a long winter.”

- A. 5
- B. 6
- C. 7
- D. 8

The answer is B.

SOLUTION: To answer this question, look at each word to see how many contain the same letter at least twice. The words that do are: “Fool’s”, “daffodils”, “crocuses”, “start”, “emerge”, and “cheer”. The total number of words is 6. The answer is 6 (choice B).

QUESTION 3:

Which one of the following letters is as far after C as T is after O in the alphabet?

- A. G
- B. H
- C. I
- D. J

The answer is B.

SOLUTION: Count how many letters are between O and T in the alphabet. There are 4: P, Q, R and S. There are also 4 letters between C and H: D, E, F and G. The answer is H (choice B).

QUESTION 4:

In the following list of numbers, how many times does 8 come just after 6 when 6 comes just after an odd number?

6325687253494236844576842396868

- A. 2
- B. 3
- C. 4
- D. 5

The answer is C.

SOLUTION: To answer this question, you must determine the number of times 8 follows 6 when 6 follows an odd number. There are 4 occasions where 8 follows 6 and the number 6 follows an odd number. They are 568, 368, 768 and 968. The answer is 4 (choice C).

SUBJECT AREA 2

ARITHMETIC COMPUTATION WITHOUT CALCULATORS: These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

TEST TASK: You will be provided with numerical problems and asked to solve them by adding, subtracting, multiplying or dividing. You may also be asked to solve problems involving fractions, decimals, averages and percents.

SAMPLE QUESTION:

How much is 150% of 80?

- A. 1.8
- B. 5.3
- C. 70.0
- D. 120.0

The answer is D.

SOLUTION: *To solve this question you must multiply 80 by 1.5 (which is 120 or choice D).*

SUBJECT AREA 3

ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.

TEST TASK: You will be provided with a word problem and you will have to decide how to solve it, and apply the appropriate arithmetic operations in the correct order, to get the numerical answer.

SAMPLE QUESTION:

Of the 300 people working at a medical facility, 14% are physicians' assistants. How many workers at the medical facility are not physicians' assistants?

- A. 42
- B. 86
- C. 258
- D. 286

The answer is C.

SOLUTION: *To solve this question you must determine that 86% (100% minus 14%) of the workers are not physicians' assistants, and then find out how many workers that is ($300 \times 86\% = 258$).*

CONCLUSION

You and your feelings about tests have a great deal to do with how you perform on a test. Some people get so tense and nervous that they don't do as well as they could. They forget things they know or make simple mistakes. The following suggestions should help you overcome these problems.

- Study and review this Guide to become familiar with the test contents.
- Give yourself plenty of time to do what you need to do before the test starts. Arrive at the test room a little ahead of the starting time.
- Try to relax just before the test starts.
- Listen carefully to the instructions the Monitors give you. Carefully read all instructions on the Candidate Directions you are given at the test as well as information on the covers of the test booklets.
- Try to keep calm, cool and collected throughout the test.
- Keep track of time.