CRIMINAL RECORDS SPECIALIST

Selection Process I.D. #
2000/0321

EXAMINATION PLAN

WRITTEN EXAMINATION
Multiple choice examination - 50 items
Pass = 70% or better
Weight = 100%
Time limit = 1.5 hours

CONTENTS		# OF ITEMS	PERCENTAGE
Alphabetical Filing		5	10
Basic Computer Concepts		6	12
Error Checking		4	08
Language/Grammar/Spelling		6	12
Reading and Interpreting Information		21	42
Reading Comprehension		8	16
	TOTAL	50	100%

Reference Sources:
Fulton-Calkins, Patsy and Karin M. Stulz, Procedures & Theory for Administrative
Professionals, 6th Ed., South-Western Cengage Learning, 2009.

Microsoft Office Excel Help. https://support.office.microsoft.com/en-us/excel

Sabin, William A., The Gregg Reference Manual, 8th Edition, Glencoe McGraw-Hill, 1996
www.gregg.com, Appendix D: Glossary of Computer Terms.

This examination consists of 50 multiple choice questions. All questions are equally
weighted.