

DETENTION TRANSPORT OFFICER

Selection Process I.D. #
3206/0121

EXAMINATION PLAN

I. Written Examination

Multiple choice examination - 50 items

Weight = 40%

Pass = 70% or better

Time Limit = 1.5 hours

Hand-held calculators permitted

	Content	# of items	Percentage
1.	Observation/Recall Details (1-15)	15	30%
2.	English grammar, spelling, punctuation (16-22)	7	14%
3.	Basic Math (23-30)	8	16%
4.	Interpersonal Relations and Public Contact (31-40)	10	20%
5.	Reading and Interpreting Forms (41-50)	10	20%
	TOTAL	50	100%

Reference Sources:

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

Oliverio, Pasewark and White, *The Office, Procedures and Technology*, 5th Edition, 2007.

Sabin, William A., *The Gregg Reference Manual*, Tribute (11th) Edition, 2011.

The American Heritage Dictionary, Third Edition, 1994.

II. Physical Assessment

Four events - Sit-ups, Push-ups, 300 Meter Run, and 1.5 Mile Run.

Weight = Pass/Fail

Time Limit = Varies

III. Qualifications Appraisal Board (QAB)

Weight = 60%

Pass = 70% or better

The QAB is an oral board examination. Unlike a job interview, neither candidates nor panel members can ask follow-up or clarifying questions. The QAB is very structured with multiple board members taking turns asking participants a set number of questions. The same questions are asked of each participant in the QAB for the open position.