

**EVIDENCE TECHNICIAN
Selection Process I.D. #
6111/1021**

EXAMINATION PLAN

WRITTEN EXAMINATION

Multiple choice – 50 items

Weight = 40%

70% to pass

Time Limit = 1.5 hours

Hand-held calculator permitted

<u>CONTENT AREA</u>	<u># OF ITEMS</u>	<u>PERCENTAGE</u>
1. Proofreading	10	20
2. Basic Computer Knowledge	4	8
3. Practical Math	5	10
4. Reading Comprehension	9	18
5. Safety	7	14
6. Communications and Interpersonal Skills	10	20
7. Reading and Interpreting Forms	<u>5</u>	<u>10</u>
TOTAL	50	100.0%

Reference Sources:

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

Industrial Commission of Arizona. [Workers' Compensation Information for the Injured Worker \(azica.gov\)](http://www.azica.gov)

Occupational Safety and Health Administration. <<http://www.osha.gov/>>, O.S.H.A. Construction eTool: [eTool : Construction - Falls - Ladder Safety | Occupational Safety and Health Administration \(osha.gov\)](http://www.osha.gov)

Controlling Ergonomic Hazards [fy11_sh-22240-11_ErgoHazards.pdf \(osha.gov\)](http://www.osha.gov)

Personal Protective Equipment, OSHA 3151-12R 2003.

<https://www.osha.gov/Publications/osha3151.pdf>

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White. The Office, Procedures and Technology, 5th Edition. South-Western Cengage Learning. 2007.

Sabin, William A. The Gregg Reference Manual, 11th Edition. McGraw-Hill. 2011. Appendix D.

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