

POLICE ASSISTANT

**Selection Process I.D.#
3250/KE/1121**

EXAMINATION PLAN

WRITTEN EXAMINATION

Multiple-choice exam – 40 Questions

Weight = 100%

Pass = 70% or better

Time Limit = 1 hour

Content Area	# of Items	Percentage
Job-Related Vocabulary/Grammar	8	20
Situational Decision Making and Problem Solving	4	10
Reading Comprehension	14	35
Public Relations Principles	<u>14</u>	<u>35</u>
TOTAL	40	100%

Reference Sources:

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

www.merriam-webster.com/dictionary

Fulton-Calkins, Patsy and Stulz, Karin. *Procedures and Theory for Administrative Professionals*, 6E, 2009.

This examination consists of 40 multiple choice questions, all equally weighted.