

**EVIDENCE TECHNICIAN  
Selection Process I.D. #  
6111/0725**

**EXAMINATION PLAN**

**WRITTEN EXAMINATION**

Multiple choice – 50 items

Weight = 100%

70% to pass

Time Limit = 1.5 hours

Hand-held calculator permitted

<b><u>CONTENT AREA</u></b>	<b><u># OF ITEMS</u></b>	<b><u>PERCENTAGE</u></b>
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, 6<sup>th</sup> 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/eTool/Construction-Falls-Ladder-Safety)

Controlling Economic Hazards [fy11 sh-22240-11 ErgoHazards.pdf \(osha.gov\)](http://www.osha.gov/publications/fy11-sh-22240-11-ergo-hazards.pdf)

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, 5<sup>th</sup> Edition. South-Western Cengage Learning. 2007.

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

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