



**New York State
Department of Civil Service**

Committed to Innovation, Quality and Excellence

A Guide to the Written Test

for the
Entry-Level Account/Audit Clerical Series



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INTRODUCTION

The New York State Department of Civil Service has developed this Guide to familiarize you with the Entry-Level Account/Audit Clerical Series written test. It provides a general description of the subject areas to be tested and the different types of questions you will likely see on the test. The Examination Announcement will specify the exact subject areas to be included on the test you will be taking.

The Entry-Level Account/Audit Clerical Series written test has an overall time allowance of 3 hours. The test is divided into three separate subject areas and the questions are designed to evaluate the following abilities:

- 1. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:** These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.
- 2. ARITHMETIC COMPUTATION WITHOUT CALCULATORS:** These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.
- 3. ARITHMETIC REASONING:** These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order in order to determine the correct solution. Knowledge of addition, subtraction, multiplication, and division is necessary. Questions may also involve the use of percents, decimals, and fractions.

The remainder of this guide explains how you are tested in each of these subject areas. A **TEST TASK** is provided for each subject. This is an explanation of how a question is presented and how to correctly answer it. Be sure to read each one carefully.

You will also be given at least one **SAMPLE QUESTION** for each subject area. It will be of the type that you will see on the actual test. The **SOLUTION** and correct answer are provided after each question. You should study the question and its solution until you understand how it works.

SUBJECT AREA 1

CLERICAL OPERATIONS WITH LETTERS AND NUMBERS: These questions test your skills and abilities in clerical operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

TEST TASK: You are given questions which require you to follow specific directions given for each question. Each question may involve alphabetizing, comparing, checking and counting given groups of letters and numbers.

SAMPLE QUESTIONS:

QUESTION 1:

How many pairs of the following groups of letters are exactly alike?

BRFQ SX BRFQ SX
ACDOBJ ACDOBJ
RPTQVS RPTQVS
ZUYRVB ZUYRVB
SPQRAS SQRPAS
HVCBWR HVCRWB

- A. 2
- B. 3
- C. 4
- D. 5

The answer is B.

SOLUTION: To answer this question you must compare the column of letter groups on the left to the column of letter groups on the right. BRFQ SX, RPTQVS and ZUYRVB of the left column are exactly like BRFQ SX, RPTQVS and ZUYRVB of the right column. The other groups of letters are not exactly alike so the answer is 3 (choice B).

QUESTION 2:

In the following sentence, how many words contain letters that appear more than once in that word?

“Right around April Fool’s Day, the daffodils and crocuses start to emerge and cheer us up after a long winter.”

- A. 5
- B. 6
- C. 7
- D. 8
- E.

The answer is B.

SOLUTION: To answer this question, look at each word to see how many contain the same letter at least twice. The words that do are: “Fool’s”, “daffodils”, “crocuses”, “start”, “emerge”, and “cheer”. The total number of words is 6. The answer is 6 (choice B).

QUESTION 3:

Which one of the following letters is as far after C as T is after O in the alphabet?

- A. G
- B. H
- C. I
- D. J

The answer is B.

SOLUTION: Count how many letters are between O and T in the alphabet. There are 4: P, Q, R and S. There are also 4 letters between C and H: D, E, F and G. The answer is H (choice B).

QUESTION 4:

In the following list of numbers, how many times does 8 come just after 6 when 6 comes just after an odd number?

6325687253494236844576842396868

- A. 2
- B. 3
- C. 4
- D. 5

The answer is C.

SOLUTION: To answer this question, you must determine the number of times 8 follows 6 when 6 follows an odd number. There are 4 occasions where 8 follows 6 and the number 6 follows an odd number. They are 568, 368, 768 and 968. The answer is 4 (choice C).

SUBJECT AREA 2

ARITHMETIC COMPUTATION WITHOUT CALCULATORS: These questions test your ability to do addition, subtraction, multiplication, and division. Questions may also involve fractions, decimals, averages, and percents. You may NOT use a calculator or any other type of calculating device to answer these questions or any other questions in the written test.

TEST TASK: You will be provided with numerical problems and asked to solve them by adding, subtracting, multiplying or dividing. You may also be asked to solve problems involving fractions, decimals, averages and percents.

SAMPLE QUESTION:

How much is 150% of 80?

- A. 1.8
- B. 5.3
- C. 70.0
- D. 120.0

The answer is D.

SOLUTION: *To solve this question you must multiply 80 by 1.5 (which is 120 or choice D).*

SUBJECT AREA 3

ARITHMETIC REASONING: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.

TEST TASK: You will be provided with a word problem and you will have to decide how to solve it, and apply the appropriate arithmetic operations in the correct order, to get the numerical answer.

SAMPLE QUESTION:

Of the 300 people working at a medical facility, 14% are physicians' assistants. How many workers at the medical facility are not physicians' assistants?

- A. 42
- B. 86
- C. 258
- D. 286

The answer is C.

SOLUTION: *To solve this question you must determine that 86% (100% minus 14%) of the workers are not physicians' assistants, and then find out how many workers that is ($300 \times 86\% = 258$).*

TEST SECURITY

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You need to be careful that you do not inadvertently violate test security and put yourself at risk.

CONCLUSION

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best. There are also practical things you should do.

Before the test ...

- ∞ Study and review this Guide to become familiar with the sample questions.
- ∞ Study and review the subject areas that will be covered on the test.

On the day of the test ...

- ∞ Arrive at the test site on time.
- ∞ Come to the test prepared; bring your admission notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack and any other necessary materials. Do **NOT** bring this test guide to the test site.

During the test ...

- ∞ Read and follow all directions on your admission notice, test booklets, answer sheets, and Candidate Directions.
- ∞ Follow the Monitor's instructions.
- ∞ Keep track of the time.

After the test ...

- ∞ Do **NOT** remove any test materials from the test room and do **NOT** paraphrase, reconstruct or reproduce the test material in any way.
- ∞ Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

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