






Study guides for written tests used by Career Service Authority





Written Test	Subtests	Example of item	Development Resources
<p>Aviation Emergency Dispatcher</p> 	Reasoning/numeric/verbal	Based upon the levels of urgency defined in the guidelines provided, how would the following incident be classified?	<p>Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success.</i> Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell</p> <p><i>Pre GED Mathematics.</i> (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD</p> <p>Education/Training Emily Griffith Opportunity School Community College of Denver</p> <p>On-line search keywords Map reading Dispatch training</p>
	Dispatching	If you are not certain you understood the address given, what would you do?	
	Data interpretation, interpretation of written guidelines, map Reading	Using the map provided, what are the major cross streets nearest Washington Elementary?	


<p>City Inspector</p> 	Investigation and inspection techniques	If a contractor is reluctant to provide specifications for your review, what would you do?	<p>Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success.</i> Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell</p> <p><i>Pre GED Mathematics.</i> (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD</p> <p><i>Civil Service Grammar and Usage.</i> Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995</p> <p><i>Pre GED Language Arts, Writing.</i> (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD</p>
	Analysis; reading comprehension, data interpretation, map reading	Information to be shared is presented. Questions directly related to that information are then given.	
	Arithmetic	+, -, x, and / of whole numbers. Includes "story" problems.	
	Communication; written reports	How do you make certain all information in your notes is also in your report?	
	Public relations	If a citizen asks you to explain why you are conducting an inspection, how would you respond?	


Written Test	Subtests	Example of item	Development Resources
City Inspector (cont.)			<p>Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p> <p>On-line search keywords GED preparation Arithmetic study guides Writing study guides</p>


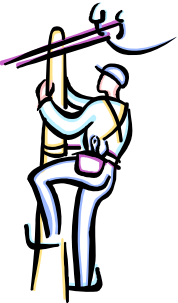
<p>Collections Investigator</p> 	Language skills; grammar, punctuation, spelling	Which of the following words is spelled incorrectly?	<p>Denver Public Library <i>Civil Service Grammar and Usage</i>. Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995</p> <p><i>Pre GED Language Arts, Writing</i>. (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD</p> <p><i>McGraw-Hill's Top 50 Math Skills for GED Success</i>. Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell</p> <p><i>Pre GED Mathematics</i>. (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD</p> <p>Education Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p>
	Arithmetic	+ , - , x , and / of whole numbers. Includes "story" problems.	
	Analysis; data interpretation	Information to be shared is presented. Questions directly related to that information are then given.	
	Investigation techniques	If a client is reluctant to provide income information for your review, what would you do?	
	Common legal terms	An arraignment is _____	

Written Test	Subtests	Example of item	Development Resources
Collections Investigator (cont)			On-line search keywords GED preparation Arithmetic study guides Legal terminology
Deputy Sheriff 	Following oral directions	An audio tape of instructions is given, during which notes may be taken. Questions follow which require the application of the oral instructions	Denver Public Library <i>Civil Service Grammar and Usage</i> . Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995
	Following guidelines	A paragraph outlining a guideline to be followed in presented. Questions directly related to that guideline are then given.	<i>Pre GED Language Arts, Writing</i> . (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD
	Reading comprehension	Information to be shared is presented. Questions directly related to that information are then given.	<i>McGraw-Hill's Top 50 Math Skills for GED Success</i> . Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell
	Arithmetic	+, -, x, and / of whole numbers. Includes "story" problems.	<i>Pre GED Mathematics</i> . (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD
	Sentence structure	Which of the following sentences is grammatically correct?	Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs On-line search keywords GED preparation Arithmetic study guides Language usage study guides Reading study guides Following directions

Written Test	Subtests	Example of item	Development Resources
Investigator 	Investigation techniques	If a contractor is reluctant to provide specifications for your review, what would you do?	Denver Public Library <i>Civil Service Grammar and Usage</i> . Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995 <i>Pre GED Language Arts, Writing</i> . (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DV Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs On-line keywords English usage study guides Reading study guides
	Interpersonal relations	If a citizen asks you to explain why you are conducting an investigation, how would you respond?	
	Analysis; data interpretation	Information to be shared is presented. Questions directly related to that information are then given.	
	Forms completion	Form is presented, changes to be made are listed, questions refer to changes made.	
	Report writing	How do you make certain all information in your notes is also in your report?	


Senior Utility Worker 	Following oral, written, illustrated instructions	An audio tape of instructions is given, during which notes may be taken. Questions follow which require the application of the oral instructions.	Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success</i> . Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell <i>Pre GED Mathematics</i> . (Video) Publisher; Roselynn Heights, NY: Video Aided Instruction 373.1 P DVD Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs
	Worker safety	The best way to pick up a heavy box is to_____.	
	Arithmetic	+, -, x, and / of whole numbers. Includes "story" problems.	


Written Test	Subtests	Example of item	Development Resources
Senior Utility Worker (cont)			On-line search keywords GED study guides Arithmetic study guides Worker safety Following directions
Service Support 	Worker safety	The best way to pick up a heavy box is to_____.	Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success.</i> Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell <i>Pre GED Mathematics.</i> (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs On-line search keywords GED study guides Arithmetic study guides Worker safety Following directions
	Following written instructions	A paragraph outlining a guideline to be followed in presented. Questions directly related to that guideline are then given.	
	Arithmetic	+, -, x, and / of whole numbers. Includes "story" problems.	
Supervisor of Labor and Trade Supervisor of Professionals Supervisor of Support	See www.denvergov.org/training Click on Pre-Supervisor development. Options include study guides, test simulation workshop, catalog to additional development options, additional resources for development		


Written Test	Subtests	Example of item	Development Resources
<p>Support Assistant</p> 	Following oral and written directions	An audio tape of instructions is given, during which notes may be taken. Questions follow which require the application of the oral instructions	<p>Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success.</i> Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell</p> <p><i>Pre GED Mathematics.</i> (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD</p> <p>Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p> <p>On-line search keywords GED study guides Arithmetic study guides Following directions</p>
	Filing	Several labeled file drawers are given; questions require proper placement of a file.	
	Arithmetic	+, -, x, and / of whole numbers. Includes "story" problems.	
<p>Utility Worker</p> 	Interpersonal relations	If a citizen asks you to explain why you have closed an athletic field, how would you respond?	<p>Denver Public Library <i>McGraw-Hill's Top 50 Math Skills for GED Success.</i> Mitchell, Robert. Publisher; New York: McGraw-Hill 510.76 Mitchell</p> <p><i>Pre GED Mathematics.</i> (Video) Publisher; Roselyn Heights, NY: Video Aided Instruction 373.1 P DVD</p>
	Labor and trade tools	Which of the following tools is used to plant flowers?	
	Safety	The best way to pick up a heavy box is to_____.	
	Following oral directions	An audio tape of instructions is given, during which notes may be taken. Questions follow which require the application of the oral instructions	
	Reading/number comprehension	Matching of numbers, words, or letters.	

Written Test	Subtests	Example of item	Development Resources
Utility Worker (cont.)			Education/Training Emily Griffith Opportunity School Community College of Denver GED preparation Adult education On-line search keywords Worker safety Following directions Hand tool usage

Administrative Support Tests

Written Test	Subtests	Example of item	Development Resources
<p>Administrative Support Assistant II, III, IV, V</p> <p>Senior Secretary</p> 	<p>Reading comprehension</p> <p>Writing sample</p> <p>Computer proficiency (depending upon recruitment could include Windows familiarity, data entry, Word, Access, Excel)</p> <p>Un-scored tests: Conscientiousness/Customer Service, BioData</p>	<p>Questions will ask you to read a statement or passage and then choose the best answer to the question.</p> <p>Examinees are asked to provide a writing sample in response to a specific topic. Responses are scored by a computer program and evaluate focus, organization, development/support, sentence structure/usage, and mechanical conventions.</p> <p>On-line demonstration of proficiency</p> <p>I follow through until I complete a project.</p>	<p>Denver Public Library <i>Civil Service Grammar and Usage</i>. Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995</p> <p><i>Pre GED Language Arts, Writing</i>. (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD</p> <p>Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p> <p>On-line keywords English usage study guides Reading study guides Accuplacer study guides</p> <p>Computer training courses</p> <p>Study guides are not appropriate for these questions</p>

Written Test	Subtests	Example of item	Development Resources
<p>Legal Secretary</p> <p>Court Technical Clerk</p> 	<p>Reading comprehension</p> <p>Writing sample</p> <p>Legal terminology</p> <p>Computer proficiency (depending upon recruitment could include Windows familiarity, data entry, Word, Access, Excel)</p> <p>Un-scored tests: Conscientiousness/Customer Service, BioData</p>	<p>Questions will ask you to read a statement or passage and then choose the best answer to the question.</p> <p>Examinees are asked to provide a writing sample in response to a specific topic. Responses are scored by a computer program and evaluate focus, organization, development/support, sentence structure/usage, and mechanical conventions.</p> <p>When a person appears before the court to answer a charge, that action is called the _____.</p> <p>On-line demonstration of proficiency</p> <p>I follow through until I complete a project.</p>	<p>Denver Public Library <i>Civil Service Grammar and Usage</i>. Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995</p> <p><i>Pre GED Language Arts, Writing</i>. (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD</p> <p>Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p> <p>On-line keywords English usage study guides Reading study guides Accuplacer study guides Legal terminology</p> <p>Computer training courses</p> <p>Study guides are not appropriate for these questions</p>

Written Test	Subtests	Example of item	Development Resources
<p>Administrative Assistant</p> 	<p>Reading comprehension</p> <p>Writing sample</p> <p>Computer proficiency (depending upon recruitment could include Windows familiarity, data entry, Word, Access, Excel)</p>	<p>Questions will ask you to read a statement or passage and then choose the best answer to the question.</p> <p>Examinees are asked to provide a writing sample in response to a specific topic. Responses are scored by a computer program and evaluate focus, organization, development/support, sentence structure/usage, and mechanical conventions.</p> <p>On-line demonstration of proficiency</p>	<p>Denver Public Library <i>Civil Service Grammar and Usage</i>. Publisher; Syosset, NY: Learning Corporation. 428.2076 C4995</p> <p><i>Pre GED Language Arts, Writing</i>. (Video) Publisher; Roslyn Heights, NY: Video Aided Instruction. 373.1 P DVD</p> <p>Education/Training Emily Griffith Opportunity School Community College of Denver Adult Education programs GED Programs</p> <p>On-line keywords English usage study guides Reading study guides Accuplacer study guides</p> <p>Computer training courses</p>