

**ADMINISTRATIVE SERVICES OFFICER
Selection Process I.D. #5401/1124
EXAMINATION PLAN**

(Combined Time Limit = 2.5 hours)

▪ **Written Examination**

Multiple-Choice 55 items

Weight = 40%

Pass = 70% or better

Hand-held calculators permitted

SECTION	RANGE	PERCENTAGE
Business and Fiscal Concepts	1 - 8	14.55
Data Analysis and Calculations	9 - 20	21.82
Interpreting and Summarizing Written Material	21 - 24	7.27
Reading Comprehension	25 - 28	7.27
Logic and Reasoning	29 - 39	20.00
Verification for Accuracy	40 - 41	3.64
Administrative Principles	42 - 45	7.27
Basic Computer/Technology Knowledge	46 - 55	18.18
Total	55	100.00

Reference Sources:

Sabin, William A., *The Gregg Reference Manual*, Eighth Edition, Glencoe McGraw-Hill, 1996.

The American Heritage Dictionary, Third Edition, Houghton Mifflin Company, 1994.

Pearce, John A. II, and Robinson, Richard B., Jr. *Management*, Random House, 1989.

Locker, Kitty O., *Business and Administrative Communication, Fourth Edition*, Irwin McGraw-Hill, 1997.

Mathis, Robert L. and Jackson, John H., West, *Human Resources Management*, 7th Edition, Publishing Company, 1994.

Fulton, Patsy J., and Hanks, Joanna D., *Procedures for the Office Professional*, 2nd Edition, South-Western Publishing Co., 1990.

PC.net. <https://pc.net/glossary>

▪ **Written Exercise**

Passing = Combined scores at 70% or better

Writing Prompt

Weight = 20%

Practical Exercise

Weight = 40%