

Account Clerk Written Examinations

Candidates for account clerk positions may be administered one of the following written examinations. A brief description of the content areas of each written examination is provided below:

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
1	ABILITY TO WORK RAPIDLY WITH NUMBERS	30
2	READING COMPREHENSION	10
3	MATHEMATICS	30
4	ABILITY TO ANALYZE DATA	10
5	SPELLING AND VOCABULARY	20

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
1	FILING	30
2	VOCABULARY AND READING COMPREHENSION	20
3	ABILITY TO WORK WITH NUMBERS	20
4	BOOKKEEPING AND OFFICE METHODS	30
