

**POLICE BUDGET AND ACCOUNTING ADMINISTRATOR
STUDY GUIDE**

A written examination for the class of **POLICE BUDGET AND ACCOUNTING ADMINISTRATOR** to be administered in **MONROE** on **AUGUST 31, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>MATHEMATICS / ARITHMETIC</p> <p>Knowledge of mathematics and arithmetic sufficient to perform simple mathematical computations, including addition, subtraction, multiplication, and division.</p>	15.0%
<p>ENGLISH USAGE / GRAMMAR / WRITTEN EXPRESSION / PROOFING / REPORT WRITING</p> <p>Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p>	15.0%
<p>READING COMPREHENSION</p> <p>Understanding written sentences and paragraphs in work related documents.</p>	13.0%
<p>CRITICAL THINKING / DECISION MAKING / PROBLEM SOLVING</p> <p>Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.</p>	13.0%
<p>FINANCIAL MANAGEMENT</p> <p>Knowledge of the financial management and planning processes of a public agency.</p>	16.0%
<p>CLERICAL OPERATIONS</p> <p>Knowledge of administrative and clerical procedures and systems and other office procedures and terminology.</p>	13.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
RECORDS MANAGEMENT/FILING Knowledge of effective records-keeping practices in order to organize and maintain departmental records in numerical, alphabetical, chronological, and subject matter order; and maintaining accounting and payroll records.	15.0%

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
Mathematics/Arithmetic	15%
English Usage	3%
Grammar	3%
Written Expression	3%
Proofing	3%
Report Writing	3%
Reading Comprehension	13%
Critical Thinking	8%
Problem Solving	5%
Financial Management	16%
Clerical Operations	13%
Records Management	7%
Filing	8%
TOTAL PERCENT	100%

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.