

Accounting Assistant II Information Guide

What to Expect on the Test

September 2019

**Jefferson County Commission
Human Resources Department
Employee Selection Division**



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I. INTRODUCTION

The purpose of this information guide is to help explain what to expect on the upcoming test for the Jefferson County Accounting Assistant II position. It will also give you information on how to prepare for the test. This booklet contains information about the testing process, including:

- Introduction
- Test Description
- Content Measured by the Test
- Preparing for the Test
- Additional Information for taking the test
- Contact Information

You were determined to be minimally qualified for this job by the Personnel Board of Jefferson County, and your name was placed on a list and shared with us here in the Human Resources Department of the Jefferson County Commission. This step in the process was considered the primary selection process.

Now you will be participating in the secondary selection process. You must take the test in order to be considered for this position. Please remember that the material in this booklet is designed to help prepare you for the test. You will not need the material in this booklet at the time you actually take the test. Therefore, you will not be allowed to carry this booklet into the test session.

Online Realistic Job Preview - OPTIONAL

When you visit the test registration webpage to register for your test time, you will see a link which takes you to a Realistic Job Preview video. This video will provide you with details about the position of Accounting Assistant II, the departments in which the position exists throughout Jefferson County, and other useful information regarding the position. In addition, a link to a text version of the video is also provided.

While optional, we strongly encourage you to watch the video and/or read the document so that you will have a thorough understanding of the Accounting Assistant II position at Jefferson County.

II. TEST DESCRIPTION

The upcoming test for Accounting Assistant II consists of a computer component based work sample. Once you have checked in to the test, you will be taken to a computer lab to begin your computer-based work sample session. During the computer component, you will be seated at a computer and asked to answer multiple questions and scenarios provided on a computer. The scenarios and questions will be written. You will read and respond to each scenario and question using the mouse and keyboard associated with your computer. You will have a specified number of minutes to respond to each question. You will be completing the computer component in the same room with the other candidates. You will be instructed on when to start the computer session.

III. CONTENT MEASURED BY THE TEST

An analysis of Accounting Assistant II job was conducted prior to developing the test. Employees who work in this position, and their supervisors, participated in this process. When the job analysis study was completed, the results showed that a new employee in the Accounting Assistant II position may perform several of the duties listed below, including:

- Processes, prepares, and verifies the information contained in payroll, revenue, and/or budgetary documents to determine accuracy of information contained therein.
- Maintaining up-to-date personnel, inventory, and/or billing information.

- Communicating with internal and external individuals to obtain and provide information.
- Researching information to solve problems and answer questions posed by employees, vendors, or the general public.
- Balancing accounts and cash drawers to ensure proper recording of daily balance information.
- Performing calculations to accurately report, dispense, and/or collect monies.
- Processing payments by preparing, documenting, and rectifying disbursements to employees, citizens, and/or businesses.
- Performing administrative tasks.

The study of the job also showed that a number of knowledge, skills, and abilities were very important and needed from the moment a person becomes a (that is, before receiving any training for Accounting Assistant II job.). These knowledge, skills, and abilities include:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of basic mathematics (addition, subtraction, multiplication, and division).
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- The ability to orally communicate information and ideas so others will understand.
- The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns.
- The ability to shift attention back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- The ability to read and understand information and ideas presented in writing.
- The ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar, and punctuation errors.
- The ability to speak clearly so others can understand you.
- The ability to adjust to changing work demands, procedures, technology, and/or priorities.
- The ability to assess the importance of, and consequences associated with, tasks in order to set priorities in light of competing demands.
- The ability to demonstrate honest behavior in all work tasks and responsibilities.
- Skill in maintaining a positive working relationship through comfortable and appropriate interpersonal interaction.
- The ability to manage and resolve conflicts with coworkers and/or customers.
- The ability to investigate a problem in order to identify the root cause(s) and determine an appropriate solution.
- The ability to learn unfamiliar material/information quickly and accurately.
- The ability to maintain mental stamina and focus over long period of work and/or during times of high stress
- The ability to mentally store and retrieve work-related information for use at a later time.
- Skill in organizing information, materials, and/or documentation in a systematic and logical manner.
- The ability to pay close attention to detail in order to ensure the completeness and accuracy of work.
- The ability to persist at a task or problem despite interruptions, obstacles, or setbacks.

- The ability to see a need for and take constructive action at work without being prompted or urged.
- The ability to plan work activities in order to meet deadlines and/or goals.
- Skill in verbally delivering information in a clear and concise manner to an audience.
- The ability to work without close supervision or significant amounts of direction/guidance.
- The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- The ability to manage your time in order to accomplish objectives within given timeframes.
- The ability to work in an environment that requires strict adherence to instructions, standards, and/or procedures.
- The ability to manage and allocate one's time in order to handle multiple tasks and/or meet pressing deadlines.
- The ability to sit for long periods of time.

If you require special testing accommodation to participate in this test, you should notify Jefferson County Human Resources immediately using the contact information at the end of this guide.

In the remainder of this "What to Expect" Booklet, you will read about ways to prepare to take the test, what to bring to the test, and whom to contact if you have a question.

IV. PREPARING FOR THE TEST

A. General information on “What to do before the test”:

Here are some suggestions for what to do before the test. This includes getting to the testing place on time and with the proper things that you will need to take the test.

- 1) Be well rested. Get a good night's sleep for several nights in a row before the test.
- 2) Allow plenty of time to get to the test. If you are rushed and late, you will be upset when you get there. Plan to arrive at least 15-20 minutes before earlier than the scheduled time for check-in. Due to the nature of the test and the number of candidates that must be processed, NO exceptions will be made to accommodate individuals arriving more than 15 minutes after their scheduled check-in time.
- 3) Come in to the test dressed comfortably. You will be there for up to two hours.
- 4) Do NOT bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, etc.) with you to the test. If you bring a cell phone or any other electronic communication device, you will be asked to return it to your car. Jefferson County will not confiscate them or “hold” them for you during the test. You must comply with this rule in order to be admitted and you will still be subject to the check-in deadline. Using any communication device after you have checked into the test site will be considered a violation of test security and you will be disqualified. ALL electronic communication devices are prohibited from the testing facility (e.g., cell phones, tablets, smart watches, cameras, etc.).
 - a) If any device is seen, heard, or used during the test process it will be considered a violation of test security and you will be disqualified and dismissed from the test process.
 - b) You are allowed to bring reading materials, such as magazines or books not related to the position or test.
- 5) Do not bring any of your study or reference materials to the test. This includes any notes, manuals, source documents, reference materials, or study materials that you have used or created to prepare for the test.
- 6) Do not bring this booklet to the test location. You will not be permitted to bring it in. All the materials you need for the test will be given to you at the test.
- 7) You should read this booklet to get comfortable with the test process.
- 8) You should read this booklet to understand which job duties, knowledge, and abilities are important for Accounting Assistant II job.
- 9) You should bring the confirmation email that you have received from Jefferson County to the testing location. The confirmation email lists the name of the test (i.e., Accounting Assistant II), the place you should go to in order to take the test, and the time, day, and date of the test.
- 10) You must bring valid PHOTO IDENTIFICATION (i.e., Valid Driver’s License, Valid Nondriver ID, Valid Photo Voter ID Card, Valid State Issued ID [Alabama or any other state], Valid Federal issued ID, Valid US passport, Valid Employee ID from Federal Government, State, County, Municipality, Board or other entity of the state, Valid student or employee ID issued by a state or private institution of higher learning [including postgraduate technical or professional schools], Valid Military ID, or Valid Tribal ID). You will not be allowed to enter the test location nor take the test without your photo identification.

B. General information on “What to do during the test”:

- 1) Some people are nervous when they take tests. Up to a point, there is nothing wrong with that. Whenever you are going to do something important, it is good to feel a bit nervous. It is nature's way of getting you warmed up and ready, like an actress or actor about to go out on stage for a performance.

- 2) However, it is not good to be so nervous that all you can think about is how nervous you are. You need to keep your mind on the test questions, and not on your feelings. To improve your ability to do that, you will find useful ideas in this booklet on how to prepare for the test and what to expect. **The more prepared you are, the more comfortable and less nervous you will feel during the test.**
- 3) Several things that you can do that will make you feel more comfortable taking the test including: following the guidelines presented in this booklet on what to expect on the test and how to prepare for the test; becoming familiar with what the test process will be like (including reading the sample question); and, understanding the test instructions.
- 4) You will be given periodic opportunities to use the rest room throughout the time you are at the testing location. You should use these opportunities as necessary. Once the test begins, you will not be able to stop the process to use the rest room.
- 5) You are not to open any test material or instructions or begin working on the test until you are instructed to do so.
- 6) Candidates making any disturbances or caught cheating will be disqualified from the test.
- 7) Test Monitors will not interpret test questions for you. However, they can assist you with any problems, such as mechanical difficulties or equipment breakdowns.

V. ADDITIONAL INFORMATION FOR TAKING THIS TEST

A. What To Bring To the Test

Please remember to bring to the test the confirmation email that you received from Jefferson County.

You must bring a PHOTO IDENTIFICATION to the test location. This might be a valid driver's license, a military identification card, a passport, etc. You only need to have one form of photo identification. You will **not be allowed** to enter the test location or take the test without your photo identification.

You should plan on bringing your own beverages and food to snack on during the day. You will be onsite for up to two hours. Once on the test site, you will NOT be permitted to leave to get food or drinks. You should also bring something to read such as a book or magazine. The reading material should be for pleasure only. You **may not** bring outside test-related materials into the test. All written materials needed for taking the test will be provided. You do not need to bring writing utensils with you to the test—they will be provided to you.

B. What Not To Bring To the Test

Do **NOT** bring this Booklet to the test location. You will not be permitted to bring it in the testing room.

Do **NOT** bring any of your study materials to the test. This includes notes, manuals, and other study materials.

Do **NOT** bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, cameras, etc.) with you to the test.

VI. TEST CONTACT INFORMATION

General Questions about the Test

If you have questions about the test administration, you may contact the Performance Assessment Division at (205) 214-5518 or careers@jccal.org. Jefferson County employees are not allowed to divulge, and do not have access to, specific information about the content of the test.

Reasonable Accommodation

If you would like to request special testing accommodation or have any questions concerning the test site or testing conditions, please contact Tonya Dawson at 205-716-2687 or dawsont@jccal.org.