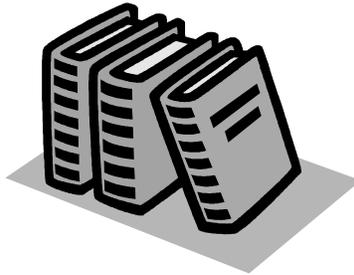


STOCK CLERK I (10911)



HOW TO PREPARE BOOKLET

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TABLE OF CONTENTS

I.	Introduction	3
II.	The Job	3
III.	The Examination	3
IV.	How the Written Examination Was Developed	3
V.	What To Do Before You Come To Take the Examination	5
VI.	How To Prepare Using This Guide.....	9
V.	Sample Test Questions	10
	Section I. Ability to write	10
	Section II. Ability to conduct inventories	11
	Section III. Ability to file/retrieve documents/ to maintain records	12
	Section IV. Ability to read and comprehend narrative information	13
	Section V. Ability to plan/organize/ to prioritize tasks	14
	Section VI. Ability to follow written instructions	15
	Section VII. Ability to compare part numbers consisting of numbers and/or number letter combinations	17
	Section VIII. Knowledge of basic math	18
	Section IX. Ability to compare actual items and counts of items/ to review printouts or computer screens	19
	Section X. Knowledge of shipping/receiving procedures	20
	Answers to Sample Questions	21
VI.	Banded Scoring	22
VII.	Frequently Asked Questions About the Written Examination and Stock Clerk I Job	24

I. Introduction

A written examination is being given in order to establish a register for the classification of Stock Clerk I. The purpose of this booklet is to help you prepare for the written examination. The Stock Clerk I written examination is part of the examination process used to place individuals on the Stock Clerk I register with the State of Alabama. The register is used to hire individuals into Stock Clerk I jobs. Since all the material you will need to take the exam will be provided at test administration, you will not be allowed to bring this booklet to the exam with you.

II. The Job

The classification of Stock Clerk I has positions located throughout state government. This is routine manual and clerical work in the operation of a small departmental supply unit. Employees in this class perform manual and clerical tasks in the receiving, stocking and shipping of office, laboratory, hospital and automotive supplies. An administrative supervisor assigns and reviews work on completion.

Work involves checking and recording receipt of supplies; stocking supplies in proper storage area; pulling supplies to fill orders, checking for required commodity, size and amount; signing delivery tickets; packing supplies for shipment; storing and maintaining supplies; maintaining records; filling out requisitions for replenishing stock; and taking inventory of stock as required.

III. The Examination

The examination for this classification is a multiple-choice exam. This multiple-choice exam is designed to measure specific knowledges and abilities. The test is divided into ten sections with each section measuring a different knowledge or ability. Applicants are presented with a test question and four possible responses to that question. Applicants then select the BEST possible response to the question.

During the exam, you will be required to respond to approximately 100 questions regarding ten topics. You will have 3 hours to respond to the items.

IV. How the Written Examination Was Developed

A study of the Stock Clerk I classification was conducted before developing the examination. Employees who work in this position and their supervisors participated in this study to determine what job duties are performed by Stock Clerk Is and what knowledges and abilities a Stock Clerk I must possess in order to perform these job duties.

When the study was completed, the results showed that a new employee in the position of Stock Clerk I must be able to perform the activities listed below:

- *Performs record keeping/reporting duties using personal computer, fax machine, card system, forms, logs and files following departmental guidelines and procedures and own initiative in order to maintain documentation of transactions, determine if balances on hand are up-to-date, and use as reference in determining estimates for future purchases*

The study also showed that the following knowledges and abilities are associated with the above activity. A Stock Clerk I must possess the knowledges and abilities listed below their first day of work before training:

- **Ability to write correspondence such as letters, memos, reports, and summaries as needed to provide and document information**
- **Ability to conduct inventories to include locating supplies and equipment, counting items, performing adjustments, and calculating quantities as needed to account for the inventory on records and obtain current balance**
- Ability to write/print legibly as needed to record records, and document items issued from storeroom or warehouse on approved requisitions
- Ability to establish minimum and maximum stock levels as needed to determine reorder points and add/delete items from stock
- **Ability to file/retrieve documents using formats such as alphabetical, numerical or alpha-numeric in order to store and retrieve the hard copy of documents**
- Ability to operate a personal computer to include capabilities and software applications as needed to document and access information, transmit information, store and analyze information, and process reports
- **Ability to read and comprehend narrative information such as catalogs, letters, checklists, memorandums, summaries, reports, contracts, and bid specifications as needed to make revisions, gain knowledge and understanding, ensure compliance with rules and regulations, and plan for future requirements and needs**
- Ability to operate standard office equipment such as copier, shredder, telephone, FAX machine, and typewriter to include purpose, capabilities, mechanics (preventive maintenance), and limitations as needed to maximize work time, receive and transmit information, and store and analyze information
- Ability to communicate orally in one-on-one situations with departmental personnel and vendors as needed to ascertain the description of item needed, when equipment or supplies will be needed or delivered, vendor quotes, and equipment/supply availability and exchange information
- Ability to count visually items on hand as needed to verify number of items received, pack requested items, and conduct physical inventory of items in stock
- **Ability to plan/organize to include time management as needed to meet deadlines, allocate resources, and achieve objectives**
- **Ability to prioritize tasks as needed to meet deadlines, allocate resources, and achieve objectives**
- Ability to locate supplies within the stockroom or warehouse using commodity number, part number, or item description as needed to retrieve needed items and to search for lost or misplaced items
- Ability to establish and maintain effective working relationships with individuals and groups such as co-workers, superiors, vendors, public officials, outside agencies, and the general public as needed to promote teamwork, enhance morale, improve performance, and communicate and achieve departmental goals

- **Ability to follow written instructions as needed to accomplish assigned tasks and responsibilities**
- **Ability to compare actual items and counts of items received with item description and counts printed on invoice or contract as needed to ensure order is correct**
- **Ability to review printouts or computer screens in order to compare current inventory levels with reorder points as needed to determine which supplies should be reordered**
- Ability to bend or stoop as needed to conduct inventories and move or carry shipments from shipping-and-receiving platform to storage or work area
- **Ability to maintain records, either manually or electronically, of all property issued as needed to document to whom the property is issued**
- Ability to manage multiple work orders simultaneously as needed to issue supplies and/or equipment in a timely manner and ensure supplies and equipment are charged to correct work order/account
- Ability to follow oral instructions as needed to accomplish assigned tasks and responsibilities
- Ability to apply rules, regulations, policies, and procedures to work performed as needed to organize work and make appropriate decisions concerning warehouse operations
- Ability to give oral instructions as needed to accomplish assigned tasks and responsibilities
- **Ability to compare part numbers consisting of numbers and/or number letter combinations as needed to determine if the numbers being compared are the same**
- **Knowledge of basic math to include addition, subtraction, multiplication, and division as needed to order supplies, conduct inventories, calculate costs, and compose reports**
- Knowledge of office supplies such as paper, writing instruments, correction fluids, etc. to include types, purpose, availability of state contracts, and quantity and sizes available as needed to issue and order supplies
- **Knowledge of shipping/receiving procedures as needed to reconcile purchase orders to packing slip, inspect for damage, determine cost effective shipping method, and enter quantities into stock**

V. What To Do Before You Come To Take the Examination

A. What to Bring to the Examination

- Remember to bring the Exam Notification Letter or Notification Postcard issued to you by mail by the State of Alabama Personnel Department to the exam site. **You will not be allowed to enter the examination site or take the exam without the Exam Notification Letter/Postcard.**
- Remember to bring one form of picture identification to the exam location. This may be a valid driver's license, a military identification card, a student identification card, or some other form of picture identification. You only need one form of picture identification. **You will not be allowed to enter the examination site or take the exam without one form of picture identification.**
- Remember to bring several number 2 pencils with erasers to the exam. It is also recommended that you bring a highlighter.
- Remember you may bring a calculator to use for the Stock Clerk I examination. Small solar powered or battery operated calculators that perform basic functions such as addition, subtraction, multiplication, division, square roots, or percentages are allowed. Calculators that plug-in, utilize tape, have word processing, spelling, thesauruses, or other storage and retrieval capabilities (except basic memory functions) are not allowed. **Calculators that are a feature on a cell phone are not permitted.** Calculators are subject to inspection by exam monitors. Applicants may not borrow or share calculators at the exam site.

B. *What Not to Bring to the Examination*

- Do **NOT** bring this booklet to the exam location. You will not be permitted to bring it in the testing room.
- Do **NOT** bring any of your study materials to the exam. This includes notes, manuals, and other study materials.
- Do **NOT** bring cell phones to the testing site. Pagers should only be brought if it is absolutely necessary. All pagers must be set to vibration mode.

C. *Examination Description*

You will be given three hours to complete the exam. Use your time efficiently. The exam is not a test of how quickly you can answer questions. However, it does not allow you the time you might like to have. In the parts of the test that require reading, try to keep a steady pace. Try to finish as much of the test as you can.

While reading passages, you may want to take a few notes. Make your notes brief. You may also want to underline or highlight important information as you read.

Again, do not give up. Many people give up too easily on tests. If the question or problem seems hard, they do not even try. Mark an answer on your answer sheet even if it is a guess. You will not be penalized for guessing. On the other hand, do not spend too much time on any one question just because it is hard. This may not leave you enough time to answer the questions that you know.

D. Study Suggestions

You may find some of the following ideas helpful in preparing for the exam:

- Do not prepare for the exam in a single session.
- Study in a quiet place. Do not study when you are doing something else.
- Make up your own tests and take them.
- Pretend that you are in a real testing situation and try not to talk to anyone else while you are taking the sample tests.
- Practice following instructions. Read sections of how-to books or instruction manuals and practice taking notes or highlighting important aspects of the sections.
- Study the Sample Test Items in this booklet.

E. Strategies for Taking the Examination

☞ TEST TAKING TIPS ☜

By following the suggestions listed below, you can do your best:

- Read the questions carefully. Be sure you know what the questions ask and what the choices say before you try to answer the question. It is easy to choose wrong answers simply by failing to pay attention to part of the question or failing to read all of the answers.
- Choose the answer that is generally best. To keep questions short, they cannot have a lot of detail. You should give the answer that would generally be considered the best.
- Make a decision about each question. For example:
 1. You may decide you know the answer. Mark your answer on the answer sheet and spend no more time on that particular question.
 2. You may decide you are fairly sure of the answer, but want to think about it. Mark the answer you think is correct on the answer sheet and make a note of it in the test booklet so it will be easier to find later.
 3. You may decide one or two answers are definitely not the best. Eliminate the answers you know are wrong then direct your attention to those choices that are potentially correct.
 4. You may decide that figuring out the answer is possible, but will take you a lot of time. Do not mark any answer. Note the question in your test booklet so you can find it when you are ready to come back to it. Make sure that you finish the test in enough time to come back to answer the question.
 5. You may decide you do not know the answer and that all you can do is make a guess. Make a guess and mark the answer sheet to show your answer. Do not spend any more time on that question. There is no penalty for guessing and sometimes you may guess right.

- Do not change answers unless you have a good reason. When people change their answers, they more often change from a right answer to a wrong answer than from a wrong answer to a right answer. The reason seems to be that they start thinking about some specific case, which results in choosing an answer based on facts that are not given in the question. In other instances, people think about what some part of a question says and forget what the rest of the question said.
- Use your time efficiently. You may not have all the time you might like to complete the test. In the parts of the test that require reading, read at a normal pace so that you can finish the test and have time to go back and work on the questions you saved until last.
- Do not give up. Many people give up too easily on test questions. If the question looks too hard, they do not even try. Look for the specific information needed to answer the question. However, do not spend too much time on any one question just because it is hard. Doing that may not leave you enough time to answer the questions that you know.

VI. How To Prepare Using This Guide

This Pretest Booklet can be used as a practice guide. The questions contained in the booklet are a representation of some questions that will be on the actual examination. Familiarize yourself with the sample questions that begin on page 10. You would be well-advised to read the instructions and answer each question carefully. Like the examination questions (all of which are multiple choice), the sample items are presented in the following categories:

Section I	Ability to write correspondence
Section II	Ability to conduct inventories
Section III	Ability to file/retrieve documents Ability to maintain records, either manually or electronically, of all property issued
Section IV	Ability to read and comprehend narrative information
Section V	Ability to plan/organize Ability to prioritize tasks
Section VI	Ability to follow written instructions
Section VII	Ability to compare part numbers consisting of numbers and/or number letter combinations
Section VIII	Knowledge of basic math
Section IX	Ability to compare actual items and counts of items received with item description and counts printed on invoice or contract Ability to review printouts or computer screens
Section X	Knowledge of shipping/receiving procedures

The sample items which follow are representative of the type of items that will appear on the exam. They are not necessarily based on the same information, diagrams, etc., as the actual exam. All questions will be multiple choice.

In addition, please review the General Instructions to Candidates Taking Written Examinations provided at the exam site on the day of the test.

V. Sample Test Questions

Section I. Ability to write



Choose the correct sentence.

1.
 - A. Your were setting there when I lay the two-way radio down.
 - B. You were setting there when I laid the two-way radio down.
 - C. You were sitting there when I lay the two-way radio down.
 - D. You were sitting there when I laid the two-way radio down.

2.
 - A. It is imperative that the owner effect the changes now.
 - B. It is imperative that the owner affect the changes now.
 - C. It is imperative that the owner effects the changes now.
 - D. It is imperative that the owner affects the changes now.

3.
 - A. It is the director's orders that he reports each violation of this rule immediately.
 - B. It is orders of the director that he report all violations immediately of this rule.
 - C. It is the director's order that he report immediately each violation of this rule.
 - D. It is the director's order that he immediately reports every violation to this rule.

4.
 - A. John is better in arithmetic than I.
 - B. John is better in arithmetic than me.
 - C. John is more better in arithmetic than I.
 - D. John is more better in arithmetic than me.

5.
 - A. The supervisor and the aide, together with the rest of the office force, has unanimously agreed to send a representative.
 - B. The supervisor, together with the aide and the rest of the office force, have unanimously agreed to send a representative.
 - C. The entire office force, including the supervisor and the aide, have unanimously agreed to send a representative.
 - D. The entire office force, including the supervisor and the aide, has unanimously agreed to send a representative.

Section II. Ability to conduct inventories



Respond to the following questions.

6. The beginning monthly inventory of hanging file folders is 657 boxes. You receive an order for 320 boxes of hanging file folders during the month. During the month, you ship 54 boxes of hanging file folders to field offices. What is the ending monthly balance of hanging file folders in inventory?
 - A. 337
 - B. 923
 - C. 977
 - D. none of the above

7. A case contains six 5" x 8" legal pads. Your beginning balance was 17 cases of 5" x 8" legal pads. However, you distribute 86 pads to the Legal Division. How many pads do you have left?
 - A. 0
 - B. 10
 - C. 11
 - D. none of the above

8. The beginning monthly inventory of dot matrix printers was 12. You shipped some of the dot matrix printers to surplus during the month. You received 12 dot matrix printers from the satellite offices. The ending monthly inventory is 12. How many dot matrix printers did you ship to surplus?
 - A. 0
 - B. 12
 - C. 24
 - D. none of the above

Section III. Ability to file/retrieve documents/
to maintain records



DIRECTIONS: The drawers of a four-drawer filing cabinet are designated 1,2,3, and 4, with the top drawer being 1 and the bottom 4. Folders are filed in these drawers in accordance with the following alphabetical index:

Drawer 1 - By last name in files labeled A through G.

Drawer 2 - By last name in files labeled H through N.

Drawer 3 - By last name in files labeled O through T.

Drawer 4 - By last name in files labeled U through Z.

9. Aaron J. Smith's folder should be filed in

- A. Drawer 1.
- B. Drawer 2.
- C. Drawer 3.
- D. Drawer 4.

10. Ricky R. Williams' folder should be filed in

- A. Drawer 1.
- B. Drawer 2.
- C. Drawer 3.
- D. Drawer 4.

11. Diana Thomas' folder should be filed in

- A. Drawer 1
- B. Drawer 2
- C. Drawer 3
- D. Drawer 4

Section IV. Ability to read and comprehend narrative information



Directions: Questions 12 and 13 are based on the following reading passage.

Laboratory Stockroom Safety

One of the basic pre-requisites to working safely in the lab stockroom is to know as much as possible about the substances, processes and equipment being used. In fact, you have a right to know, under the Laboratory Safety Standard about the hazardous substances you handle. There are varieties of resources available to you for lab safety information, including:

Section Supervisor - Should inform you about the Chemical Hygiene Plan, and the hazards/safety precautions for all activities you will be conducting or supervising.

Chemical Hygiene Plan - Each lab supervisor (Chemical Hygiene Officer) must have and share with their employees their lab-specific Chemical Hygiene Plan. It should provide the basic procedures and resources necessary for effective chemical safety information and training.

Hazard Communication Coordinator (HCC) - Each department has an HCC to assist you in answering general safety questions about your department, obtaining MSDS and acting as contact to EH&S.

Material Safety Data Sheets (MSDS) - are chemical information forms which manufacturers of hazardous substances must make available to those who purchase their products.

Reference Books/Videos - a list of recommended safety references and videos are available from your supervisor. The reference books may be available in your department or the library, or they can be used by employees for research at the EH&S office. The videos listed are available on a free five-day rental basis from EH&S (534-3766).

EH&S Staff - Environmental Health & Safety can provide information or help answer questions about many safety-related issues. Call 534-7534 for further information.

The Occupational Safety and Training Division can provide educational materials and other training aids/courses. A summary of the regular training programs provided by EH&S is available upon request. Some courses/materials are already prepared or on hand and can be obtained by calling EH&S. Other needs may not be available through EH&S, but can typically be arranged through this office. Special rates may also be available through EH&S. Call 534-3766 for additional information.

12. According to the above passage, the Hazard Communication Coordinator is responsible for
- A. responding to safety questions, obtaining Material Safety Data Sheets and acting as liaison to EH&S.
 - B. communicating procedures and sharing resources on chemical protection information and training.
 - C. providing laboratory safety educational materials and other training aids/courses.
 - D. coordinating the activities of the Occupational Safety and Training Division.
13. Safety videos are available from the
- A. Environmental Health & Safety Staff.
 - B. section supervisor.
 - C. Occupational Safety and Training Division.
 - D. Hazard Communication Coordinator.

Section V. Ability to plan/organize/
to prioritize tasks



DIRECTIONS: Read the passage and then answer the questions that follow. You may refer to the passage when answering the questions.

SCENARIO

As a Stock Clerk I, you spend exactly two (2) hours each day filing. There are three types of documents that you file, and each has its own priority. Review the following information about the filing work, and then respond to questions 14-16.

Supply Requisition Form is of top priority. Filing of these documents must occur daily. They are filed in Room 235.

ESP-100 Form is of medium priority. Filing of these documents must occur within three days. These documents are filed in Room 400-A. It takes half the time to file a single ESP-100 as it takes to file a single Supply Requisition Form.

TP-007 is of low priority. Filing of these documents must occur within one work week. They are filed in Room 430-B. It takes four times as long to file a single TP-007 as it takes to file a Supply Requisition Form.

14. Today is Monday. You have 100 Supply Requisition Forms to file, 200 ESP-100 forms, and 400 TP-007 forms. If you can file 100 Supply Requisition Forms in one hour, which of the following is the MOST EFFICIENT use of your time for the day?
- A. File all Supply Requisition Forms and all ESP-100 forms
 - B. File all Supply Requisition Forms
 - C. File all ESP-100 forms and all TP-007 forms
 - D. File all TP-007 forms
15. Assume that it takes one hour to file 100 Supply Requisition Forms. If you have 150 Supply Requisition Forms to file, which of the following could be completed the same day?
- A. 100 ESP-100 forms
 - B. 50 ESP-100 forms
 - C. 25 TP-007 forms
 - D. 50 TP-007 forms
16. You have 50 TP-007 forms to file. If this takes you one hour, how many Supply Requisition Forms could you file that same day?
- A. 50
 - B. 100
 - C. 200
 - D. 250

Section VI. Ability to follow written instructions



DIRECTIONS: Questions 17 through 19 are based on the following reading passage

Travel Accounts/Definitions - Employee Travel

Travel accounts are defined based on destination.

In-state: The destination of the trip must be located within the boundaries of the State.

Out-of-State: The destination of the trip must be located outside the boundaries of the State. Travel to Canada, Alaska, Hawaii, or to the U.S. territories and possessions is considered out-of-state travel.

Out-of-Country: The destination of the trip must be located outside the boundaries of Canada and the United States and its territories and possessions.

Transportation Accounts:

These subsidiary accounts include the cost of proceeding from one place to another while in travel status. Transportation expenses include automobile allowances, airplane, train, bus, taxicab, limousine, subway, streetcar fares, rental car and motor pool charges and parking and toll fees. Taxicab gratuities are also included.

	<i>In-State</i>	<i>Out-of-State</i>	<i>Out-of-Country</i>
Air	53111	53121	53131
Ground	53112	53122	53132

Subsistence Accounts:

These subsidiary accounts include the cost of obtaining basic provisions in the form of food and shelter while in travel status. Subsistence expenses include the cost of breakfast, lunch, dinner and lodging and the per diem allowances. Food cost is inclusive of gratuities and taxes.

	<i>In-State</i>	<i>Out-of-State</i>	<i>Out-of-Country</i>
Lodging	53114	53124	53134
Meals	53115	53125	53135

Other Travel Expenses:

These subsidiary accounts include the cost incurred while in travel status for services and/or goods other than for transportation, registration and subsistence. Other travel expenses include the cost of miscellaneous telephone charges and supplies, baggage handling gratuities and other appropriate items.

	<i>In-State</i>	<i>Out-of-State</i>	<i>Out-of-Country</i>
Telephone/Misc	53116	53126	53136

Registration Accounts:

These subsidiary accounts include the fees for registration for a conference, convention, meeting, seminar, workshop and training. All fees should be paid directly to the organization/vendor using the Small Purchase Process.

	<i>In-State</i>	<i>Out-of-State</i>	<i>Out-of-Country</i>
Conference	53119	53129	53139
Workshop/Trng.	53951	53951	53951

17. What would be the Transportation Account code number for an employee traveling from Huntsville, Alabama to Mobile, Alabama using an automobile?
- A. 53112
 - B. 53121
 - C. 53111
 - D. 53122
18. What would be the Registration Account Code number for an employee traveling from Monroeville, Alabama to Atlanta, Georgia to attend a workshop?
- A. 53112
 - B. 53121
 - C. 53111
 - D. 53951
19. What would be the Transportation Account code number for an employee traveling from Huntsville, Alabama to Chattanooga, Tennessee using an automobile?
- A. 53112
 - B. 53121
 - C. 53111
 - D. 53122

Section VIII. Knowledge of basic math



DIRECTIONS: Calculate the following:

22. 90% of 82 is what number?
- A. 80.7
 - B. 73.8
 - C. 75.4
 - D. 88.3
23. Thirty-seven percent of 82,600 is equal to _____.
- A. 27,560
 - B. 28,075
 - C. 29,550
 - D. 30,562
24. Fees collected for annual permits increased from \$22,464.00 to \$24,710.40 last year. If it is increased by the same percent this year, what will be the amount of fees collected?
- A. \$26,782.64
 - B. \$27,181.44
 - C. \$27,438.52
 - D. \$27,982.64

Section IX. Ability to compare actual items and counts of items/
to review printouts or computer screens

 Use the invoice below to respond to questions 25 and 26.

INVOICE

Stock #	Description	Unit	Price/Unit	No. Of Units	Total
WER-9418833	Electric Stapler	each	\$44.25	8	\$354.00
RED-7408682	Adjustable 3-Hole Punch	each	\$9.90	16	\$158.40
CEV-7265286	Heavy-Duty Binders	each	\$7.15	24	\$171.60
QSE-8505724	Small colored binder clips	36/Pack	\$4.59	32	\$146.88
GEH-6139049	Rubber Bands	1 lb box	\$5.69	48	\$273.12

PACKING SLIP

Stock #	<u>Item Description</u>	# Shipped
RED-7408682	Adjustable 5-Hole Punch	16

25. Based on the information provided on the packing slip:
- A. There is a discrepancy between the number of items shipped and the number of items ordered.
 - B. The description of item shipped does not match the description of the item ordered.
 - C. The stock number does not match the stock number of the item ordered.
 - D. The product was shipped as ordered.

PACKING SLIP

Stock #	<u>Item Description</u>	# Shipped
QSE-8505724	Small colored binder clips	36

26. Based on the information provided on the packing slip:
- A. There is a discrepancy between the number of items shipped and the number of items ordered.
 - B. The description of item shipped does not match the description of the item ordered.
 - C. The stock number does not match the stock number of the item ordered.
 - D. The product was shipped as ordered.

Section X Knowledge of shipping/receiving procedures



Respond to the following questions.

27. The amount for which a package is protected against loss or damage is called
- A. insured value.
 - B. net worth.
 - C. declared value.
 - D. in transit bond.
28. A container that contains multiple units of an item is called a
- A. gross.
 - B. carton.
 - C. case.
 - D. bin.
29. The process of removing materials from stock and transporting them to a customer or another facility is called
- A. transporting.
 - B. shipping.
 - C. shrinkage.
 - D. freight.

Answers to Sample Questions

Section I. Ability to write

1. D
2. A
3. C
4. A
5. D

Section II. Ability to conduct inventories

6. B
7. D
8. B

Section III. Ability to file/retrieve documents
Ability to maintain records

9. C
10. D
11. C

Section IV. Ability to read and comprehend narrative information

12. A
13. A

Section V. Ability to plan/organize
Ability to prioritize tasks

14. A
15. A
16. C

Section VI. Ability to follow written instructions

17. A
18. D
19. D

Section VII Ability to compare part numbers consisting of numbers and/or number letter combinations

20. A
21. D

Section VIII. Knowledge of basic math

22. B
23. D
24. B

Section IX. Ability to compare actual items and counts of items received with item description and counts printed on invoice or contract
Ability to review printouts or computer screens

25. B
26. A

Section X Knowledge of shipping/receiving procedures

27. A
28. C
29. B

VI. Banded Scoring

When the written exam for Stock Clerk I is graded, the scores will be grouped into bands. When you receive notification of how you performed on the exam, you will not be given a numerical score (i.e., 67 out of 80, 93 out of 100). Rather, you will be informed into which band (i.e., 1, 3, 6, 10) your score fell. The following information is provided to help you understand the banding procedure.

What is banding?

Banding is one way to reduce the impact of fluctuations in test scores that do not provide meaningful information about differences in the ability to perform the job. One important purpose of testing is to identify the differences in test scores that reflect real differences among candidates. Banded scoring is a statistical procedure for grouping raw test scores that statistically are not meaningfully different from one another. In banded scoring, bands are set objectively and statistically. They are not manipulated arbitrarily.

Misconceptions about banding.

There are many misconceptions about banding and the use of banded scores. Some of the most common misconceptions are listed below. Each misconception is followed by a clarification.

Misconception: *Each band should have the same number of people.*

We do not force bands to be a certain size. The people in a band are similar to each other in that statistically there is no meaningful difference in their scores. Sometimes Band 1 may be very large, and at other times it may be small. People's scores determine the size of the bands. We never know how many people will be in each band until we receive the test scores.

Misconception: *Band numbers have no meaning. I don't have a score.*

Band numbers do have meaning. Think of a band as a group of tied scores. Consider that in school two students with average grades of 94.5 and 94.3 would both be grouped into the same band. Just because one student made a 94.5 and one student made a 94.3, the teacher cannot be sure that 0.2 of a point means that the student who scored 94.5 is smarter or is a better student. The scores are so close to each other that they are basically the same.

For example, think of the achievement tests that children take in school. The fine print on these tests always informs you not to focus on the numerical score but rather on the comparative score, which uses some type of grouping technique such as percentiles, stanines, standard deviations, grade levels, etc. These grouping techniques are considered forms of banding. Banding compares your performance on the test to the other test takers' performance and groups your score with others that are statistically the same.

Misconception: *Band numbers are the same as letter grades.*

Band numbers are not the same as letter grades. Band 1 does not equate to an "A," Band 2 to a "B," and so on. In school, a predetermined numerical range of scores (i.e., 90-100, 80-90, 70-80) equals an alphabetical value (i.e., A, B, C). This grading system is a form of banding. In this case, unlike grade school, the width of bands is not set in advance. Scores are banded only in relation to one another, so you compete against other test takers. The scores of all test takers determine the width of the bands, and your score is set in relation to the scores of your peers.

Misconception: *A banded score on one test has the same value as a banded score on another test.*

Banded scores are test specific and cannot be compared from test to test. Consider that a test taker scored 88 on one test, and the highest score of all test takers was 89. It is likely for this exam that the test taker who scored 88 would be in Band 1. However, if the same person scored the same grade on another test, and the highest score of all test takers was 100, he/she may be in Band 2 or Band 3. Candidates' scores vary on each test, and since candidate scores determine the width of bands and into which band test takers fall, the value of a banded score varies from test to test.

Misconception: *People with the most seniority who have been on the job longest should be in the top bands.*

People with the most experience do not always fall into the top bands. Time spent in a job may not be the same as possessing a knowledge, skill, or ability needed to perform the job. The people with the strongest knowledges, skills, and abilities (or who did best on the exam) will be in the top bands. Some of the people in the top bands will have been in similar jobs for a long period of time, and others will have been in similar jobs for a short period of time. Years of service do not always equal proficiency. Candidates with seniority or experience do not automatically perform best on the test. Regardless of seniority, candidates who display the appropriate knowledges, skills, and abilities perform best on the test.

Misconception: *A standing in Band 4 or below automatically indicates failure or ineligibility for jobs.*

A band number of 4 or lower is not automatically equated with failure. For one test, there may only be 4 bands, and for another test, there may be 14 bands. So, your success on the test based on your position in a band varies from test to test. Your standing in a band does not indicate whether or not you pass or fail the test. The true test of success in your employment opportunities is whether or not you can be certified and considered for a job vacancy.

Misconception: *Banding replaced the "Rule of 10."*

Banding did not replace the "Rule of 10." The "Rule of 10" determines the number of bands to be certified. In the past, tied scores referred to an actual numerical score (e.g., two candidates with a score of 98.98 were considered tied) while now all of the scores within a band are considered tied.

Misconception: *People in a band do not differ.*

When several people are placed in the same band, it does not mean that those people do not differ at all. Instead, it means that their scores on the exam do not differ enough to be separate scores.

VII. Frequently Asked Questions About the Written Examination and Stock Clerk I Job

How do I request reasonable accommodations?

If you would like to request special testing accommodation or have any questions concerning the test site or testing conditions, please contact the exam administrator at (334) 242-3389.

What do I do if I have a scheduling conflict?

If there is a conflict in your schedule, and you are unable to attend the written exam at the time and date for which you have been scheduled, you must resubmit your Application for Examination. The State Personnel Department will schedule you for the next available administration of this written test. You may also contact us if you have any other administrative questions or concerns regarding any other information presented in this booklet.

When will I get my score?

Four to six weeks after completing the exam, you will receive a Notice of Examination Results postcard in the mail. This postcard will identify your score, or Band placement, for the written exam. If you have not received your score within four to six weeks, you should call the State Personnel Department.

How long must I wait before I can take the examination again?

You may reapply for this job classification nine months from the date you were placed on the register.

If I take the written test again in 9 months, and score lower, can I still keep my original score?

No. Your most recent test score will be used in placing you on the register.

Are there any vacancies for the Stock Clerk I?

The State Personnel Department administers the Stock Clerk I exam on a continuous basis. Continuous means that applications are always accepted for that job class in order to fill expected or recurring vacancies. However, you may contact the personnel office of various state agencies to determine current or future vacancies.

How are vacancies filled for the Stock Clerk I?

The top ten applicants on the register are sent to the agency with the vacancy for consideration. Since the banded scoring process is used, all of the scores within a band are considered tied. Therefore, all names within a band are certified out to the agency, which may include more than 10 names. The names of people not selected stay on the register to be considered for future jobs. Persons are usually hired at the minimum of the pay range.

How long will I remain eligible for appointment?

Since this is a continuous job classification, you will remain on the employment register for two years from the date you were placed on the register.

What is my rank on the employment register?

You may obtain your standing, or rank on the register, online at www.personnel.alabama.gov. From the home page, you should click on "Applicants" and then "Register Standings", and follow the instructions. For security purposes, you must now create an online profile in order to access your standing.