

# STOCK CLERK II 10912

## HOW TO PREPARE BOOKLET

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## **I. Introduction**

A written examination is being given in order to establish a register for the classification of Stock Clerk II. The purpose of this booklet is to help you prepare for the written examination. The Stock Clerk II written examination is part of the examination process used to place individuals on the Stock Clerk II register with the State of Alabama. The register is used to hire individuals into Stock Clerk II 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 II positions are located throughout state government. This is manual and clerical work in the operation of a large departmental supply unit. Employees in this class are responsible for supervising stock functions such as receiving, stocking, pulling, shipping and inventorying supplies. Work includes record-keeping activities necessary for the maintenance of supply levels based on departmental use of such goods. Supervision may be exercised over subordinate employees. An administrative supervisor makes work assignments and employees are expected to work with some independence in supervising the supply function. Work is distinguished from the lower level in that duties involve supervising a more complex and larger supply function.

In addition to the duties and responsibilities expected at the first level, this work involves record-keeping of stock; compiling reports on amount ordered and used; reviewing inventory records to determine proper amount ordered and supervising the receiving, stocking, issuing and shipping of supplies.

## **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 II 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 IIs and what knowledges and abilities a Stock Clerk II 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 II must be able to perform the activities listed below:

- *Supervises the work activities of subordinate employees to include inmates and temporary employees performing duties such as assigning and reviewing work and providing feedback regarding subordinates work and work products following State Personnel and departmental guidelines and procedures in order to increase productivity, perform tasks in an efficient and expedient manner, and to ensure correct procedures are being followed*
- *Initiates the acquisition of supplies, equipment and/or services to include locating vendors, preparing requisitions, placing orders, obtaining quotes, and writing specifications and requirements using personal computer, typewriter, telephone, fax machine, contracts, and specifications following Department of Finance Division of Purchasing and departmental policies*

*and procedures, own initiative, and supervisor and management directives in order to provide equipment and supplies necessary for departmental personnel to carry out duties and to maintain adequate stock levels for future requests*

- *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, to determine if balances on hand is up-to-date, and to use as references in determining estimates for future purchases*
- *Performs administrative duties using personal computer, calculator, telephone, FAX machine, and forms following general office procedures, departmental guidelines, own initiative, and supervisor directives in order to provide necessary services for department or section and to facilitate efficient operation of work environment.*

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

- A-02 Ability to coordinate movement of materials in storage areas as needed to sort and store materials in warehouse as part of an organized stocking and storage complex
- A-03 Ability to forecast the need for an item as needed to order and maintain an adequate inventory of materials and supplies to meet projected demand.
- A-04 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.
- A-05 Ability to train employees in warehouse/stockroom operations as needed to teach proper performance of job duties in areas such as compliance with federal and state requirements, completing forms, locating supplies, conducting inventories and charging out supplies.
- A-06 Ability to delegate work assignments to appropriate subordinate employees as needed to ensure work tasks are completed in a timely and efficient manner.**
- A-07 Ability to evaluate the capabilities of subordinates as needed to make appropriate work assignments.
- A-10 Ability to assemble furniture and equipment as needed to prepare item for usage or operation.
- A-11 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.
- A-13 Ability to use supply and equipment catalogs as needed to determine availability and to identify the part number of a needed item.
- A-14 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.**
- A-15 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.
- A-18 Ability to counsel employees on poor job performance as needed to correct employee performance.

- A-20 Ability to apply rules, regulations, policies, and procedures to work performed as needed to organize work and make appropriate decisions concerning warehouse operations.**
- A-21 Ability to maintain a warehouse/storeroom to include sorting and storing materials, and operating warehouse equipment as needed to maintain security and ensure adequate balance on hand.
- A-22 Ability to plan/organize to include prioritizing tasks and time management as needed to meet deadlines, allocate resources, and achieve objectives.**
- A-23 Ability to maintain records, either manually or electronically of all property issued as needed to document to whom the property is issued.**
- A-24 Ability to operate mechanical warehouse conveyance equipment such as a forklift or powered pallet jack as needed to move materials in a storeroom or warehouse.
- A-25 Ability to determine extent of damaged materials as needed to prepare damage claims and reconcile inventory.
- A-26 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 record and obtain on hand balance.**
- A-27 Ability to operate standard office equipment such as calculator, 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, store and analyze information, and calculate monthly/weekly demand for an item.
- A-29 Ability to operate manual warehouse conveyance equipment such as a manual pallet jack, pushcart, or hand truck as needed to move materials in a storeroom or warehouse.
- A-30 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.**
- A-31 Ability to file/retrieve documents using formats such as alphabetical, numerical or alphanumeric in order to store and retrieve the hard copy of documents.**
- A-32 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.**
- A-34 Ability to calculate using basic functions of a calculator such as addition, subtraction, division, multiplication and percentages as needed to determine if cost is correct, calculate total cost of items, and prepare invoices and other documents.**
- A-35 Ability establish and maintain effective working relationships with individuals and groups such as co-workers, subordinates, 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.
- A-36 Ability to perform basic cleaning tasks such as dusting, sweeping, and mopping as needed to maintain a clean and safe working environment.
- A-37 Ability to operate a state owned vehicle such as an automobile, van or pick-up truck as needed to pick-up or deliver equipment and supplies.

- A-38 Ability to communicate orally in one-one-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.
- A-39 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.
- A-40 Ability to lift at least 25 pounds from the ground unassisted objects for short periods of time as needed to load supplies and/or equipment.
- A-41 Ability to lift at least 50 pounds from the ground unassisted for short periods of time as needed to load supplies and/or equipment.
- A-42 Ability to lift at least 75 pounds from the ground unassisted for short periods of time as needed to load supplies and/or equipment.
- A-43 Ability to write correspondence such as letters, memos, reports, and summaries as needed to provide and document information.**
- A-44 Ability to follow written instructions as needed to accomplish assigned tasks and responsibilities.**
- A-45 Ability to follow oral instructions as needed to accomplish assigned tasks and responsibilities.
- A-46 Ability to write/print legibly as needed to record records, and document items issued from storeroom or warehouse on approved requisitions.
- A-47 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.
- K-02 Knowledge of basic math to include addition, subtraction, multiplication, and division as needed to order supplies, conduct inventories, calculate costs, and compose reports.**
- K-03 Knowledge of freight packing procedures to include materials, weight limitations, and required documentation as needed to prepare items for shipment.**
- K-05 Knowledge of inventory systems to include tracking and database management using computer software such as Microsoft Access, FoxPro, Microsoft Excel, and mainframe programs as needed to control inventory and meet auditing requirements.**
- K-06 Knowledge of office supplies such as paper, writing instruments, correction fluids, etc. to include types, purpose, availability off state contracts, and quantity and sizes available as needed to issue and order supplies.
- K-07 Knowledge of OSHA guidelines as needed to comply with shipping and storage requirements and ensure safe working conditions.
- K-08 Knowledge of personnel techniques to include motivating and counseling as needed to promote productivity, attendance, and cooperation among employees.**
- K-10 Knowledge of purchasing forms such as requisitions, E-8, EP-10, etc. as needed to purchase materials and supplies.
- K-11 Knowledge of receiving forms such as material receipts, invoices, packing slips, and bills of lading as needed to properly account for merchandise received.
- K-13 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.

- K-14 Knowledge of State of Alabama inventory systems to include bar codes, labels, and tags as needed to track location of equipment for auditing requirements.
- K-17 Knowledge of storage requirements of materials requiring special handling such as medical supplies, film, chemicals, paints, and batteries to include temperature, moisture control, and flammability issues as needed to maintain shelf life and ensure personal safety.
- K-22 Knowledge of warehouse/storeroom operations to include safety and storage procedures, equipment, truck loading/unloading procedures, and space management as needed to ensure personal safety and to maintain efficient operations.**

The examination for Stock Clerk II will measure the 17 knowledges and abilities that appear in **bold print** on the preceding pages. The remaining abilities and knowledges cannot be measured by a written test and must be demonstrated during the probationary period if you are hired as a Stock Clerk II.

## 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 to bring a *small solar powered or battery operated calculator that performs basic functions such as addition, subtraction, multiplication, division, square roots, or percentages. 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.**

### 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 11. 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 include the following categories:

- |                     |  |
|---------------------|--|
| <b>Section I</b>    | Ability to write correspondence  |
| <b>Section II</b>   | Ability to conduct inventories<br>Knowledge of inventory systems   |
| <b>Section III</b>  | Ability to file/retrieve documents   |
| <b>Section IV</b>   | Ability to read and comprehend narrative information   |
| <b>Section V</b>    | Ability to plan/organize<br>Ability to delegate work assignments to appropriate subordinate employees<br>Knowledge of personnel techniques |
| <b>Section VI</b>   | Ability to follow written instructions<br>Ability to apply rules, regulations, policies, and procedures                                    |
| <b>Section VII</b>  | Ability to maintain records<br>Ability to compare part numbers   |
| <b>Section VIII</b> | Knowledge of basic math<br>Ability to calculate  |
| <b>Section IX</b>   | Knowledge of warehouse/storeroom operations<br>Knowledge of freight packing procedures...  |
| <b>Section X</b>    | Ability to compare actual items and counts of items received   |

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.

## VII. Sample Test Questions

### Section I Ability to write correspondence



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. Who's responsible for shipping the box and its contents?
  - B. Who's responsible for shipping the box and it's contents?
  - C. Whose responsible for shipping the box and its contents?
  - D. Whose responsible for shipping the box and it's contents?
  
3.
  - A. The following items must be ordered today paper clips tape and pens.
  - B. The following items must be ordered today; paper clips, tape, and pens.
  - C. The following items must be ordered today: paper clips, tape, and pens.
  - D. The following items must be ordered today: paper clips tape and pens.
  
4.
  - A. John went to the store with me, then we went to school.
  - B. John went to the store with me, than we went to school.
  - C. John went to the store with I, then we went to school.
  - D. John went to the store with I, than we went to school.
  
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  
Knowledge of inventory systems**



**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. Under the continuous inventory system, the unit cost is most often calculated as the
- A. most recent unit cost.
  - B. oldest unit cost.
  - C. sliding average for a given calendar period.
  - D. base stock cost.

**Section III. Ability to file/retrieve documents**



**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 534-3766 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 passage on the preceding page, the Hazard Communication Coordinator is responsible for
- A. responding to safety questions, obtaining Material Safety Data Sheets and acting as contact 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  
Ability to delegate work assignments  
Knowledge of personnel techniques**



**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 II, 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. 150 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  
Ability to apply rules, regulations, policies, and procedures**

 **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 VII Ability to maintain records, either manually or electronically  
 Ability to compare part numbers**



In this section, there are questions that involve data comparison. Your task is to determine the number of identical pairs of names and numbers in each list. Then select the correct answer using the KEY below.

KEY

- A = There is only one (1) set of identical pairs.  
 B = There are two (2) sets of identical pairs.  
 C = There are three (3) sets of identical pairs.  
 D = There are four (4) sets of identical pairs.

- |                       |                         |
|-----------------------|-------------------------|
| 20. <u>Original</u>   | <u>Copy</u>             |
| 34567839030           | - Pelam Office          |
| Isabella Office       | - Isabela Office        |
| The Robin's Suite     | - The Roben's Suite     |
| St. Eleanora's Office | - St. Eleanora's Office |
| James A. Moore Office | - James A. More Office  |

- A = There is only one (1) set of identical pairs.  
 B = There are two (2) sets of identical pairs.  
 C = There are three (3) sets of identical pairs.  
 D = There are four (4) sets of identical pairs.

21.	<u>Original</u>		<u>Copy</u>
	33423	-	33423
	7362AZ	-	7363AZ
	7362536478ZHBC	-	7362536478ZHBC
	7362819273HDBC	-	7362819273HDBC
	27364829304812	-	27364829304812

- A = There is only one (1) set of identical pairs.  
 B = There are two (2) sets of identical pairs.  
 C = There are three (3) sets of identical pairs.  
 D = There are four (4) sets of identical pairs.

**Section VIII. Knowledge of basic math**  
**Ability to calculate**



**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 Knowledge of warehouse/storeroom operations  
Knowledge of freight packing procedures...**



Respond to the following questions.

25. The term "inventory" is best defined as a list
- A. and total of assets.
  - B. of total liabilities.
  - C. of machinery and equipment owned.
  - D. of materials, goods in process and finished goods on hand.
26. Which of the following best describes "depletion"?
- A. Loss in service value not restored by current maintenance
  - B. Loss of value due to wear and tear
  - C. Charging off of deferred charges
  - D. Exhaustion of stock

**Section X Ability to compare actual items and counts of items received**



Use the invoice below to respond to questions 27 and 28.

**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 #	Item Description	# Shipped
RED-7408682	Adjustable 5-Hole Punch	16

27. 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

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

28. 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.

## 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 Knowledge of inventory systems

6. B
7. D
8. C

### Section III. Ability to file/retrieve documents

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 delegate work assignments Knowledge of personnel techniques

14. A
15. A
16. C

### Section VI. Ability to follow written instructions Ability to apply rules, regulations, policies, and procedures

17. A
18. D
19. D

### Section VII. Ability to maintain records

20. A
21. D

### Section VIII. Knowledge of basic math Ability to calculate

22. B
23. D
24. B

### Section IX. Knowledge of warehouse/storeroom operations Knowledge of freight packing procedures

25. D
26. D

### Section X. Ability to compare actual items and counts of items received Ability to review printouts...

27. B
28. A

## VIII. Exam Contact

The contact person for the Stock Clerk II examination is Jennifer W. Harris, a Personnel Analyst with the State Personnel Department. If you have questions about the contents of this document, please call her at (334) 242-3389.

## IX. General Questions about the Exam

You should contact the State Personnel Department if you have questions about the examination administration as you prepare to take the exam. Exam administrators are not allowed to divulge specific information about the content of the exam.

### 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 State Personnel Department at (334) 242-3389.

### Test Results

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

In addition to your Band placement, you may also obtain your standing, or rank on the register, online at [www.personnel.alabama.gov](http://www.personnel.alabama.gov). From the home page, you should click on “Applicants” and then “Register Standings-log in and view your standings”, and follow the instructions. For security purposes, you must now create an online profile in order to access your standing.

## X. Banded Scoring

When the written exam for Stock Clerk II is graded, the scores will be grouped into bands. When you receive notification of how you did on the exam, you will not be given a numerical score (e.g., you will not receive a score of 95 out of 100.). Rather, you will be informed into which band your score fell. The following is information 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 do 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 mathematically. 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.**

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. We do not force bands to be a certain size. The size of the bands is based on the scores people make.

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

Think of a band as a group of tied scores. Think of a band as a group of scores that statistically are not meaningfully different. In school, two students with average grades of 94.5 and 94.3 would both be grouped into a band called “A” because the teacher cannot be sure that .2 of a

point is a real difference in achievement. Think of scores on achievement tests children take in school. The fine print on the tests always cautions you not to focus on the numerical score but rather on the comparative score which uses some grouping technique such as percentiles, stanines, standard deviations, grade levels, etc. These grouping techniques are considered forms of banding.

- **Misconception: Band numbers are the same as letter grades.**  
Band 1 does not equate to an “A,” Band 2 to a “B,” etc. In school a predetermined numerical score (e.g., 92-100) equals an A. In banding, scores are banded only in relation to one another. Unlike grade school bands, the width of bands is not set in advance. You compete against your peers only. Your scores are set in relation to your peers only.
- **Misconception: A band score on one test has the same value as a band score on another test.**  
Banded scores are test specific and cannot be compared to banded scores on other tests.
- **Misconception: People who have been on the job longest should be in the top bands.**  
Time spent in a job may not be the same as skill in doing the job. The people with the strongest skills (or who did best on the exam) should be in the top bands. Some of these people will have been in the job longer than others. Years of service do not always equal proficiency.
- **Misconception: A standing in Band 4 or below automatically indicates failure or ineligibility for jobs.**  
This statement is false. A band score of 4 or lower is not automatically equated with failure. The true test of 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. Instead, it means that their scores on the exam do not differ enough to be separate scores.

## XI. State Personnel Terminology

The following are terms that are used by State Personnel regarding test scores and employment that results from those scores. This section is provided to help you understand State Personnel terminology and procedures.

**Register:** A register is a list of all individuals who have successfully completed the selection procedure for a State Merit System job. The register is a complete list of individuals who are eligible for employment in a certain job classification.

**Certification:** A certification is a list of the top ten individuals on an employment register. These are the individuals who are immediately appointable to positions. A register that uses Banded Scoring may produce a certification with more than ten names. If Band 1 contains 15 names, then all 15 individuals will be on the Certification. Likewise, if Band 1 contains 3 people and Band 2 contains 25 people, then all individuals in both Bands 1 and 2 would be on the certification. Since individuals within a Band are considered to be tied, the certification cannot split up a Band. Certifications may be state-wide or specific to a county within the state.

**Test Failure:** Some multiple-choice tests administered by the state use a Pass/Fail point to identify individuals who failed the test.

**Subject Matter Experts:** Individuals who have detailed first-hand knowledge of a job. These individuals assist State Personnel in conducting thorough job studies and in many cases assist in developing specific exam components.