



Information Handout for  
Hillsborough County Civil Service Board  
***Storekeeper I, II, III***

This handout has been developed to prepare applicants for taking the Hillsborough County Civil Service Board Storekeeper examination. The following pages contain general test preparation information as well as brief descriptions of the content area(s) of the test and the types of questions you can expect to find in each area. Answers to sample questions are provided at the end of the handout.

NOTE: Taking and passing a typing and/or data entry performance test may be required before taking the multiple-choice written examination.



**TEST ROOM RULES:** *Violation of these rules may result in you being disqualified.*

Calculators are not permitted.

Written material of any type is not permitted.

Chewing gum or other disturbing activities are not permitted.

Talking is not permitted. If you have a question during the test, exit the test room and ask the test monitor.

**TEST TAKING TIPS**

1. Know how long your test is. Ask in person or call our office (272-5621). This will help you plan and minimize problems.
2. Organize your schedule to allow for the test time plus one hour. The additional hour will allow for the time required to park your vehicle, walk to the Civil Service Office, and complete the application process. If you do not plan for this extra time, you may feel rushed and perform less than your best on your test.
3. Be well rested.
4. Do not take the test on an empty stomach.
5. Study the appropriate subject area for written tests and/or practice your skill for typing, data entry and shorthand performance tests.
6. Relax as much as possible. Many people find it difficult to relax prior to a test - a condition known as test anxiety. Even though it may be difficult for you to relax prior to being tested, research shows that it is worthwhile to at least try to relax.
7. Read all test instructions very carefully. This includes both sides of this handout as well as the instructions you will receive with your test.
8. Do not spend a great deal of time on a single test item. If you find yourself spending a great deal of time on a single item, a good strategy would be to skip that item, finish the remaining questions, and then return to the unanswered item.
9. There is no penalty for guessing. A good strategy would be not to leave any items blank, even if you do not know the answer.

## Section I: Knowledge of Weights and Measures

The questions in this section of the tests involve knowledge of weights and measures. To answer these questions you must read each question carefully and decide which of the available choices best answers the question.

EXAMPLE 1. How many feet are there in one meter?

1. 1.9
2. 2.5
3. 3.3
4. 4.8
5. 5.2

EXAMPLE 2. One cup contains

1. 6 ounces
2. 8 ounces
3. 10 ounces
4. 12 ounces
5. 16 ounces

## Section II: Filing

The questions in this section of the test involve filing. To answer these questions you must properly align names in alphabetical order. You should read each question carefully and decide which of the available choices best answers the question.

EXAMPLE 3. Jones, John A. would be filed between:

1. Smith, William A. and Young, Cheryl.
2. Anderson, John and Iverson, Barry.
3. Jones, Stephen C. and Ward, Sally J.
4. Hunt, Stanley J. and Lawrence, David J.
5. Carlson, Clifford and Johnson, John C.

EXAMPLE 4. Andersen, Richard Barker would be filed between:

1. Anderson, Arthur and Anthony, Toni
2. Abernathy, Carol and Anders, Matz
3. Albatross, Felix and Amandahl, Rico
4. Anndersen, Linda Kay and Annderson, Steven
5. Alcorn, Peter and Annclay, Albert

## Section III: Storekeeping Procedures

The questions in this section test your knowledge of storekeeping procedures. To answer these questions you must read each question carefully and decide which of the available choices best answers the question.

## Section IV: Basic Math

The questions in this section of the test involve knowledge of mathematics. To answer these questions you must read each question carefully and decide which of the available choices best answers the question.

EXAMPLE 5. A building is being used for a warehouse and is divided so that  $\frac{2}{5}$  of it is used for general stores and  $\frac{1}{4}$  for office space, and the remaining 2,900 square feet for special stores. The total number of square feet in the building is:

1. 5,075
2. 5,800
3. 9,000
4. 12,000
5. None of the above.

EXAMPLE 6. One ream of paper weighs 5.32 pounds. Fifteen reams of paper would weigh:

1. 26.6 pounds
2. 75.0 pounds
3. 79.8 pounds
4. 80.0 pounds
5. None of the above

## Section V: Supervisory Reasoning

The questions in this section of the test involve supervisory concepts. To answer these questions you must read each question carefully and decide which of the available choices best answers the question.

EXAMPLE 7. What is the real problem that exists with making a work request of an employee?

1. A request implies the subordinate has a choice.
2. Requests are not time-specific.
3. Requests are asked of employees liked by the supervisor.
4. All of the above.
5. None of the above.

EXAMPLE 8. If an employee is continually late for work in the morning, what initial course of action would you take to correct the problem?

1. Push the employee's start time back one hour.
2. Inform the employee that tardiness is not acceptable.
3. Dock the employee for the time not worked.
4. Ask the employee why he/she is constantly late for work.
5. None of the above.