# Police Administrative Aide Exam Study Guide 4059

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determined to be important to the performance of the tasks of a Police Administrative Aide. Task areas to be tested are as follows: Maintaining records and logs, performing clerical duties such as filing and printing, reviewing agency reportsand documents, checking andverifying information, calculating numbers,

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Police Administrative Aide may use this ability multiple tasks in an organized way when performing throughout a busy day. Qualifying typing skills test. In order to pass this test, you must be able to type accurately on a personal

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The Department of Citywide Administrative Services established a 530-name list for Senior Police Administrative Aide on Mar. 18, 2020. The list is based on Exam 9515, which was recently held. Readers should note that eligible lists change over their four-year life as candidates are added, removed, reinstated, or rescored.

# Senior Police Administrative Aide List Established | Lists ...

This test depicts how an administrative assistant will handle the job and situation. A thorough understanding of math, grammar, logical reasoning and English linguistics is a must. The test can also check the candidate's written comprehension skills, and their ability to proofread a particular document.

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## Annual Examination Schedule Through June 30, 2020

All eligible lists which were originally scheduled to terminate between March 16, 2020 and December 31, 2021 and December 31, 2021 and December 31, 2021 and December 31, 2021 will be extended by one year. In addition, all eligible lists for exams for Police Communications Technician, Traffic Enforcement Agent and School Safety Agent which are scheduled to terminate between January 1, 2021 and December 31, 2021 will be extended by one year.

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