

## HIRING EXAM EXPLANATION

The hiring exam was created to reflect the skills we need from deputies working in the jail, courts, and in civil process. There are a total of 100 questions, each worth 1 point. You need a score of 70 to pass.

**Accuracy of Observation (10 Questions):** Deputies need to be able to witness a situation and be able to explain what they just saw. We will give you two pictures on a screen and will let you look at them for one minute. You will then be asked 5 multiple-choice questions about each picture.

**General Knowledge (20 Q):** This section asks you to answer a number of common-knowledge questions about our world. This is the “Are You Smarter than a Fifth Grader?” section. It is short-answer format, meaning you will have to supply the answer. Do you know what sport LeBron James is famous for playing? Can you tell me who the current president is? What state is directly north of Virginia? What ocean is located to our east? You will find those types of questions. None of those is an *actual* question, but they reflect the kind of knowledge you will expect to have for that section.

**Written Communication Skills (10 Q):** Report writing is a very important part of a deputy’s job. You will need to demonstrate that you understand whether a sentence is written correctly or not. For example, if you see “Their is no one home now,” you would hopefully put “incorrect” because it should be “THERE is no one home now.” There are five questions like that.

Also in this section, you will see five questions that ask you to read a sentence and choose from a variety of possible corrections. This is multiple choice and the “d” answer is “This is grammatically correct as written.” Take a question like “Who’s book is this?” This would not be “d” (grammatically correct) because it should be “WHOSE book is this?” If you see something like “They clocked out; it was time to go home,” you would put “d” because it’s correct as written. A semi-colon separates two phrases that are complete sentences on their own but are closely related and you want to tie them together more than they would be if separated by a period.

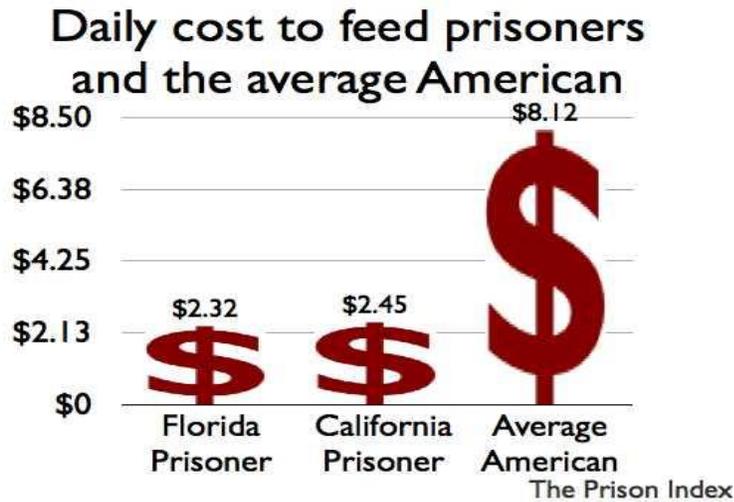
**Spelling, Grammar, and Vocabulary (10 Q):** Again, report writing is a critical function of the job of a deputy sheriff. Here, we test your (wait for it!)... spelling, grammar, and vocabulary skills. Do you know how to spell the months of the year? Can you determine when to use “here” versus “hear”? Would you be able to tell me that “When there was a problem.” is not a complete sentence? Can you tell me what a synonym (a word with a similar meaning) for “important” is? Can you tell me what an antonym (a word with the opposite meaning) for “careful” is?

**Reading Comprehension (10 Q):** Understanding rules and regulations is another critical skill that deputies must possess. In this section, we ask you to read a passage, which is one of our actual policies. In all cases, if you read the entire passage carefully, the answer is there. We are not trying to trick you. Most teachers would advise that you read the QUESTIONS first, before reading the passage, so that you know what you’re looking for. This is not cheating; this is good test-taking strategy.

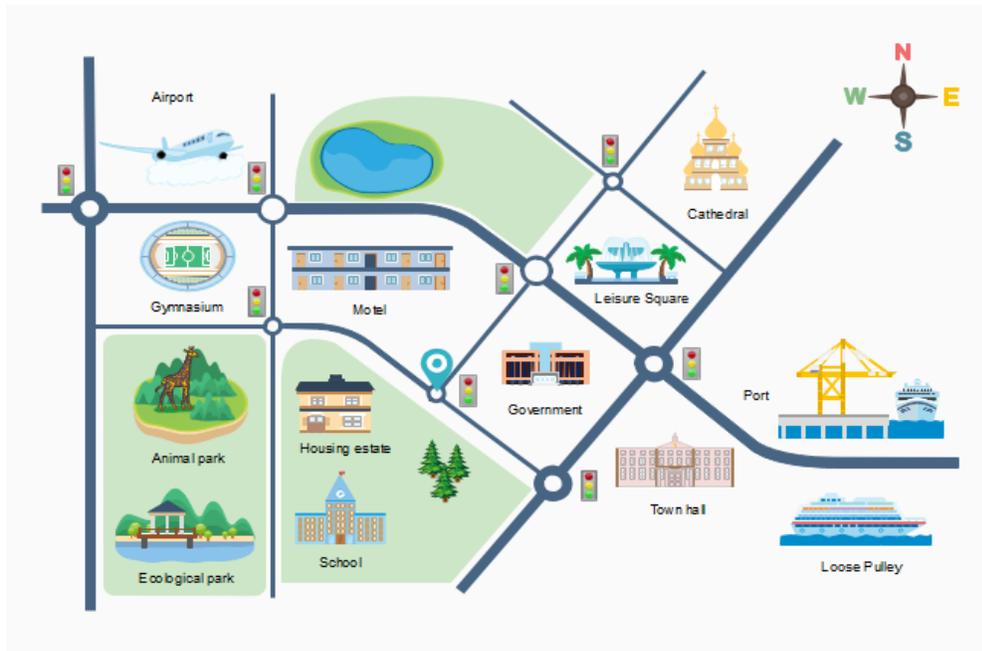
**Math Computations (10 Q):** You will need to add, subtract, multiply, divide, and calculate percentages. For each of those expectations, there are two questions, for a total of ten points in this section.  $1240 + 640 =$  what? 20% of 1000 is what? These are multiple choice.

**Data Interpretation (10 Q):** As a deputy, you will often be called upon to read and interpret charts and graphs. Can you look at a chart or graph and follow the columns and rows to find relevant information?

Could you look at a pie chart and tell whether there was more of one thing than another? Can you tell me how much it costs to feed the average American based on the graph below?



**Maps and Directions (10 Q):** Deputies need to be able to find their way around our fair city and beyond. Can you look at a map, follow directions given, and tell me where you end up? If you are given a map, can you direct someone where they need to go? Would you go east or west to get from the Gymnasium to Leisure Square?



That's it. 100 questions, and you need to get 70 correct to pass. Good luck!