
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Automotive Parts Warehouser job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. FILING (10 Questions)

Employees in this job are responsible for maintaining files on the receipt and issuance of parts. The ability to file alphabetically and numerically is necessary for the performance of these types of tasks. Test question topics include:

- Determining where a particular name should be filed within a group of similar names;
- Determining where a particular number in a group of numbers (e.g., social security numbers; decimals; etc.) should be filed.

II. MATHEMATICS (20 Questions)

Employees in this job are responsible for maintaining current inventories of stock levels. Knowledge of mathematics and problem solving is necessary for the performance of these types of tasks. Test question topics include:

- Computation involving percentages;
- Calculations involving addition, subtraction, multiplication and division;
- Practical applications of mathematical reasoning.

III. RECORD KEEPING (10 Questions)

Employees in this job are responsible for preparing requisitions necessary for stock replacement and maintaining records necessary for mechanic labor costs. Knowledge of record keeping is necessary for the performance of these types of tasks. Test question topics include:

- Accuracy and completeness of information provided by records;
- Official records of a public agency used as legal evidence;
- Inventory procedures.

IV. PURCHASING TERMINOLOGY (14 Questions)

Employees in this job interact on a continuing basis with the Purchasing Office and are responsible for processing purchasing forms and documents. Knowledge of purchasing terminology is necessary for the performance of these tasks and will be assessed in this section. Terms covering the following areas are included:

- Central purchasing;
- Discounts;
- Purchase orders.

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V. KNOWLEDGE OF AUTO PARTS

(44 Questions)

Employees in this job are responsible for dispensing parts to mechanics. Knowledge of auto parts is necessary for the performance of these tasks. Test question topics include:

- Identification of the major automotive system which corresponds with specific auto parts;
- Functions of common automotive parts;
- Tools and automotive accessories used in testing, evaluating and repairing automotive equipment.