
TEST INFORMATION GUIDE

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

I. WRITTEN COMMUNICATION (16 Questions)

Employees in these jobs must be able to prepare clear and comprehensible case documentation, firearms eligibility decisions and effective communications to federal and state law enforcement personnel. This section assesses your knowledge of grammar usage, punctuation, and proper sentence and paragraph structure. Test question topics include:

- Creating logical, well-organized paragraphs;
- Developing sentences that are clear, correct and not awkward;
- Identifying errors in grammar, spelling, and punctuation.

II. ANALYTICAL PROBLEM SOLVING SKILLS (10 Questions)

A critical component of the Firearms Eligibility Analyst Trainee job is being able to form logical, fact-based opinions, draw conclusions and impartially judge the merits of charges based on evidence presented. This section assesses your ability to use logical analysis methods and techniques for information gathering and research. Test question topics include:

- General reasoning ability based on logic;
- Reasoning ability based on supplied data.

III. INTERPERSONAL RELATIONS (12 Questions)

Employees in this job must be able to communicate clearly, concisely and logically, both orally and in writing. This involves the ability to convey information in a tactful and diplomatic manner, and request information in a respectful manner from federal and state law enforcement personnel. This section tests your ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, supervisory staff, and the public. Exam question topics include:

- How to effectively respond to questions;
- Methods used to promote a positive relationship with a supervisor;
- Techniques used to enhance working relationships with other staff;
- Methods used to promote a favorable impression of the agency and state employees.

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IV. READING COMPREHENSION**(14 Questions)**

A critical component of the Firearms Eligibility Analyst Trainee job is the ability to read, comprehend, and accurately interpret federal, out-of-state, and State of Illinois Statutes and criminal history charges. This section of the exam tests your ability to read and understand information that is complex and/or vague.

V. PERSONAL COMPUTER USAGE**(16 Questions)**

This section of the exam assesses your knowledge of Windows, word processing, spreadsheets and performing Internet searches. Employees utilize these and other computerized systems to perform research and to document information related to Firearm Owners Identification (FOID) card and/or Concealed Carry License (CCL) permit eligibility.