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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

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reports and documents, checking and verifying information, calculating numbers,

Exam No. 0141 - Page 3 - New York City

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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.

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1112 Open Competitive City Planner (Prom) 1501 Promotion

Annual Examination Schedule Through June 30, 2020
All eligible lists which were originally scheduled to terminate
between March 16, 2020 and December 31, 2020 will be
extended by one year. In addition, all eligible lists for exams

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for Police Officer, 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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in each section of the test. On the examination day, it is strongly recommended that you arrive 15 minutes prior to the examination starting time, and make sure you are well rested.

Office Assistant Study Guide

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Power Electronic Technician Principal Administrative
Associate Printing Press Operator Probation Officer

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