



# **Clerical Test Battery (CTB)**

## **Preparation Guide**

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## The Clerical/Meter Reader Test Battery for Clerical and Meter Reader Jobs

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### OVERVIEW

Pacific Gas and Electric Company believes it is critical that physical employees have the basic ability to succeed on the job. The Clerical/Meter Reader Test Battery (CTB/MTB) is standardized to ensure that everyone who wants to be considered for our clerical and meter reader jobs receives a fair and objective opportunity to demonstrate their abilities. The test has been professionally validated to ensure job relatedness, and has been shown to be valid across all clerical and meter reader positions. The CTB/MTB is administered in one session that lasts about an hour.

The CTB/MTB allows PG&E to make an initial assessment of your numerical ability, language skills, problem solving, reasoning, and perceptual ability – which are important to your success on the job. The placement screen has five components:

- **Computation**
- **Language Skills**
- **Problem Solving**
- **Coding**
- **Visual Speed and Accuracy**

Each of the components of the test is described in more detail below.

### COMPUTATION

This exercise is designed to measure numerical and problem solving ability through basic mathematical questions. You must add, subtract, multiply, or divide to solve each problem and then select the correct answer from the five choices provided. The exercise measures proficiency in working with whole numbers, decimals, fractions, and percentiles. There is a five minute time limit to complete the exercise. A sample problem is shown below:

Look at the sample problems below. Select the correct answer, and mark the circle below it. The sample has been done for you. For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle before the X.

S1.  $18 + 2 =$      19     20     21     23     X

The computation exercise allows you to demonstrate your numerical ability in a short amount of time. This ability to solve problems quickly is important to your success on the job.



## LANGUAGE SKILLS

This exercise is designed to measure language ability through proofreading sentences. You must read each sentence, part of which is underlined, and determine whether the underlined section contains spelling, punctuation, capitalization, grammar, or usage errors. You must then select the best answer from the choices provided. There is a five minute time limit to complete the exercise. A sample problem is shown below:

Look at the sentence below. Part of the sentence is underlined. The underlined section may contain errors in spelling, punctuation, capitalization, grammar, or usage. Following the sentence are three changes to replace the underlined section. Select the best answer and mark the circle in front of it. If the underlined section contains no error, mark the circle in front of *NO CHANGE*. The sample has been done for you.

S1. The staff meeting will be held on Tuesday.

- Teusday
- Tuesday
- Tuesdey
- NO CHANGE

## PROBLEM SOLVING

This exercise is designed to measure numerical and problem solving ability via mathematical word problems. You must apply the appropriate arithmetic operations to solve each problem and then select the correct answer from the five choices provided. The exercise measures proficiency in problem solving and working with whole numbers, decimals, fractions, and percentiles. There is a ten minute time limit to complete the exercise. A sample problem is shown below:

Read the sample problem below. Select the correct answer, and mark the circle in front of it. The sample has been done for you. For some of the problems, there is no correct answer shown. If the correct answer is not given, mark the circle in front of *NONE OF THE ABOVE*.

S1. Susan Morgan is budgeted to spend \$50 for office supplies for the month. Pencils cost \$2.50 per dozen, pens are \$5.00 per dozen, and rulers are \$1.00 each. If Susan purchased two dozen pencils, one dozen pens and five rulers how much did she spend?

- \$15.00
- \$35.00
- \$40.00
- \$45.00
- NONE OF THE ABOVE

The Problem Solving exercise allows you to demonstrate your ability to apply logic and arithmetic operations in solving problems within a short amount of time. This ability is also important to success on the job.

### CODING

This exercise is designed to measure your classification skills. You will read a table containing a list of items which are classified into three or four categories; each item has a unique code. You then read a new set of information and select the correct code from the five choices provided for each item in the set. There is a five minute time limit for completing the exercise. A sample problem is shown below:

Look at the sample table of codes. The sample table lists codes for Department, Department Size, and Travel Budget. Below the table are two sample problems. In the problems, mark the circles below the codes that correspond to the information found in the table.

Department	Department Size	Travel Budget
31 Marketing	1 1-9 employees	A \$500-999
25 Operations	2 10-19 employees	B \$1,000-2,499
42 Accounting	3 20-39 employees	C \$2,500-5,999
11 Research & Development	4 40-59 employees	D \$6,000-7,999
28 Personnel	5 60 or more employees	E \$8,000-10,000

  

**S1. Accounting Dept., staff of 10, \$3,000 Travel Budget.**

Department	Department Size	Travel Budget
11 25 28 31 42	1 2 3 4 5	A B C D E
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

  

**S1. Marketing Dept., staff of 45, \$9,500 Travel Budget.**

Department	Department Size	Travel Budget
11 25 28 31 42	1 2 3 4 5	A B C D E
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

The Coding exercise allows you to demonstrate your ability to interpret and apply classification codes in an accurate and efficient manner. Coding is one of the many important skills necessary for success in clerical and meter reader jobs.

## VISUAL SPEED AND ACCURACY

This exercise is designed to measure your visual perceptual skill in a quick and precise manner. You will read a pair of numerical strings which may contain symbols or letters. You then indicate whether the pair of items is the same or different. There is a five minute time limit to complete the exercise. A sample problem is shown below:

<p>Look at the pair of numbers below. The first pair of numbers, 792 and 792, are exactly alike. Therefore the circle in front of <b>S</b> (same) has been marked. The second pair of numbers, 6123 and 6122, are not exactly the same. Therefore, the circle in front of <b>D</b> (different) has been marked. The next pair, \$898 and \$898, are marked to show that they are the same. The fourth pair, 72.10 and 72,10 are marked as different because one has a comma in it while the other has a period.</p> <p>Now mark the next four items for practice.</p>																
S1.	792	792	<input checked="" type="radio"/>	S	<input type="radio"/>	O	D	S5.	33333	33323	<input type="radio"/>	S	<input type="radio"/>	O	D	
S2.	6123	6122	<input type="radio"/>	O	S	<input checked="" type="radio"/>	D	S6.	117!	117!	<input type="radio"/>	O	S	<input type="radio"/>	O	D
S3.	\$898	\$898	<input checked="" type="radio"/>	S	<input type="radio"/>	O	D	S7.	42	24	<input type="radio"/>	O	S	<input type="radio"/>	O	D
S4.	72.10	72,10	<input type="radio"/>	O	S	<input checked="" type="radio"/>	D	S8.	6696	6696	<input type="radio"/>	O	S	<input type="radio"/>	O	D

The Visual Speed and Accuracy exercise allows you to demonstrate your ability to quickly scan data visually and identify errors by comparing number strings. Such perceptual acuity and accuracy is important for success in both meter reader and clerical jobs.

### DO YOUR BEST

A general reference book is always invaluable as a supplement to other textbooks from classes or specific subjects, and as an instrument for general review in preparing for qualifying tests. Additional resources for improving your understanding of the concepts above may be found at your local libraries and bookstores.

We hope you find this information helpful. Make sure that when you are scheduled to take the test you are physically and mentally alert and ready to do your best, or you should reschedule your appointment.