



Information Handout for
Hillsborough County Civil Service Board

Land Technician I
Land Technician II
Sr. Land Technician
Land Agent I
Land Agent II
Sr. Land Agent

This handout has been developed to prepare applicants for taking the Hillsborough County Civil Service examination #46. The following pages contain general test preparation information as well as brief a description of the content area(s) of the test and the types of questions you can expect to find in each area. Answers to Samples questions are provided throughout the handout.

Hillsborough County Civil Service Board
Test Preparation Information
!!Please Read Before Testing!!

Notice: Taking and passing a drug test and a job-related physical examination may be required as conditions of initial employment and continued employment!

Notice: If you believe that you are a covered individual under the federal Americans with Disabilities Act (ADA) and would like to request accommodation in the application or testing process, please make your request in person, in writing, or by telephone to any member of our staff at (813) 272-5621.

Testing Location, Hours, and Telephone Number: Tests are administered at the Civil Service Office located at 601 E. Kennedy Blvd., on the 17th floor. Tests are administered during the following hours:

Written: Mon, Tue, Thu, Fri: 7:30 a.m. to 2:00 p.m.
Wed: 7:30 a.m. to 9:30 a.m.

Typing/Data Entry: Mon, Tue, Thu, Fri: 7:30 a.m. to 3:00 p.m.
Wed: 7:30 a.m. to 9:30 a.m.

Tests for all current job openings may be started at any time during open testing hours. Once started, testing may continue beyond open testing hours. No testing appointment is necessary. The telephone number for application and testing information is 272-5621.

YOU MUST BRING PHOTO IDENTIFICATION at the time you wish to be tested.

You should plan at least 3 hours for each examination. Ask our staff for the exact time allowed for your test(s).

PARKING: You may park at any of the metered spaces on the street or at any of the daily pay lots located throughout the downtown area, or the public parking garage adjacent to our building (entrance on Jackson Street).

YOU MAY NOT LEAVE TO PUT MONEY IN PARKING METERS. Once you begin an examination, if you leave for any reason, your examination is VOID and you may not retest for a minimum of two months.

TEST ROOM RULES: *Violation of these rules may result in you being disqualified.*

1. No cell phone use of any kind in test room.
2. Calculators are not permitted except for test numbers 10, 16, 19, 35 and 46.
3. Written material of any type is not permitted; personal items such as purses & briefcases must be placed on the floor before testing can begin.
4. Chewing gum or other disturbing activities are not permitted.
5. Talking is not permitted. If you have a question about the testing process, ask the question before entering the test room.
6. All materials given to you **MUST** be returned to the test proctor including scrap paper.
7. No cheating. If caught cheating, you will automatically receive a failing score.
8. You may not leave the test room once testing has begun to go to the bathroom or feed a parking meter. Ensure that you visit the rest room or have enough money in the meter before entering the test room.

TEST TAKING TIPS

1. Know how long your test is. Ask in person or call our office (272-5621). This will help you plan and minimize problems.
2. Organize your schedule to allow for the test time plus one hour. The additional hour will allow for the time required to park your vehicle, walk to the Civil Service Office, and complete the application process. If you do not plan for this extra time, you may feel rushed and perform less than your best on your test.
3. Be well rested.
4. Do not take the test on an empty stomach.
5. Study the appropriate subject area for written tests and/or practice your skill for typing, data entry and shorthand performance tests.
6. Relax as much as possible. Many people find it difficult to relax prior to a test - a condition known as test anxiety. Even though it may be difficult for you to relax prior to being tested, research shows that it is worthwhile to at least try to relax.
7. Read all test instructions very carefully. This includes both sides of this handout as well as the instructions you will receive with your test.
8. Do not spend a great deal of time on a single test item. If you find yourself spending a great deal of time on a single item, a good strategy would be to skip that item, finish the remaining questions, and then return to the unanswered item.
9. There is no penalty for guessing. A good strategy would be not to leave any items blank, even if you do not know the answer.

HILLSBOROUGH COUNTY CIVIL SERVICE OFFICE

LAND AGENT & TECHNICIAN TEST PREPARATION INFORMATION

The information that follows is provided to help you prepare for the Hillsborough County Civil Service Office's written examination for the Land Technician & Land Agent classification series. Applicants must pass this test in order to be certified by the Civil Service Office, and to continue with the selection process.

The following pages include a description of the different parts of the test, some specific suggestions on how to prepare for the test, and sample test items that are exactly like the types of questions that will appear on the test.

This test has five parts. A study of the job performed by Land Technicians & Land Agents indicated that each of these parts is important for good job performance. A brief description of each section of the test will be followed by a more detailed explanation of the types of questions you can expect on the examination.

SECTION I (General Job Knowledge)

This section tests knowledge which is important for performance of the Land Agent & Land Technician classification series. Specifically, this section includes multiple choice questions that evaluate your knowledge of rules & regulations, as well as knowledge of specific terms and procedures related to the job. You will be given five alternatives and asked to choose the alternative which most accurately applies to the specific job situation given.

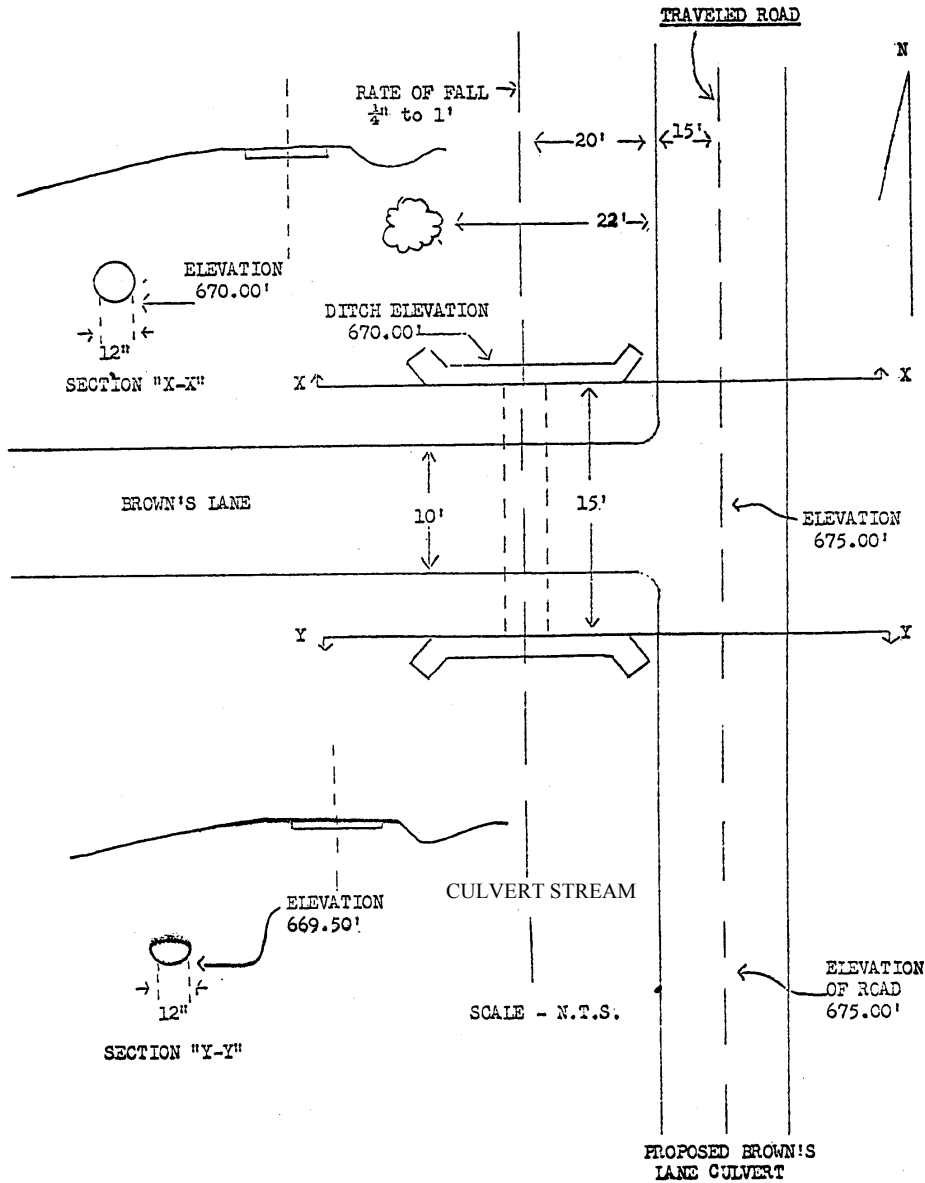
SECTION II (Mapping & Surveying)

General knowledge of maps and related symbols, as well as the ability to make calculations based on standard survey methods are tested in this section. You will be given five alternatives and asked to choose the alternative which best answers the situation or problem given.

SECTION II (Mapping & Surveying) Sample Questions:

USE THE FOLLOWING DIAGRAM TO ANSWER THE QUESTIONS THAT FOLLOW:

Please do not write on maps.



Sample Question:

The distance between the center of the Traveled Road and the Culvert stream is:

1. 15 feet.
2. 20 feet.
3. 25 feet.
4. 30 feet.
5. 35 feet.

ANSWER TO SECTION II SAMPLE:

The correct answer is “5”. This is true because the distance between the center of the Traveled Road and the side of the Traveled Road is 15 feet. The distance between the side of the Traveled Road and the Culvert Stream is 20 feet. To find the answer, you must add the two distances together to find the total distance between the center of the Traveled Road and the Culvert Stream. Fifteen feet plus 20 feet is equal to 35 feet.

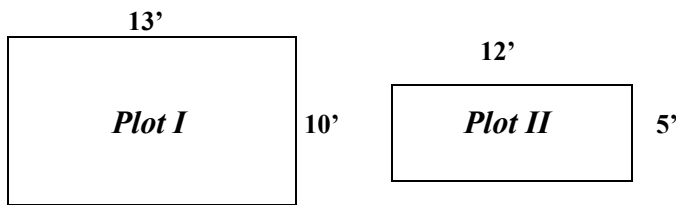
SECTION III (Job Math)

Part three of the test will test your mathematical ability related to that required on the job. Knowledge of calculations involving percentages and other basic algebraic formulations will be tested.

SECTION III (JOB MATH) SAMPLE QUESTIONS:

Sample Question:

Below are two plots of land. What is the difference in square feet between the two plots? (*All angles are right angles.*)



1. 60 feet.
2. 70 feet.
3. 90 feet.
4. 110 feet.
5. 130 feet.

ANSWER TO SECTION III SAMPLE:

The answer to the Sample question in Section III of the exam is “2.” To find the total square feet of Plot I, you must multiply the length (13 feet) by the width (10 feet) of the plot; which yields us a total of 130 square feet. To find the total square feet of Plot II, you must multiply the length (12 feet) by the width (5 feet) of the plot which yields us a total of 60 square feet.. To figure out the total difference in square feet between the two plots we subtract the total square feet of Plot I (130 sq. ft.) by the total square feet of Plot II (60 sq. ft.), which yields us the answer of 70 square feet.

SECTION IV (Letters & Reports)

The fourth part of the test requires you to answer several multiple choice questions that refer to your knowledge of formats and procedures to follow in relation to preparing letters and reports.

SECTION V (Appraising Problems & Property Descriptions)

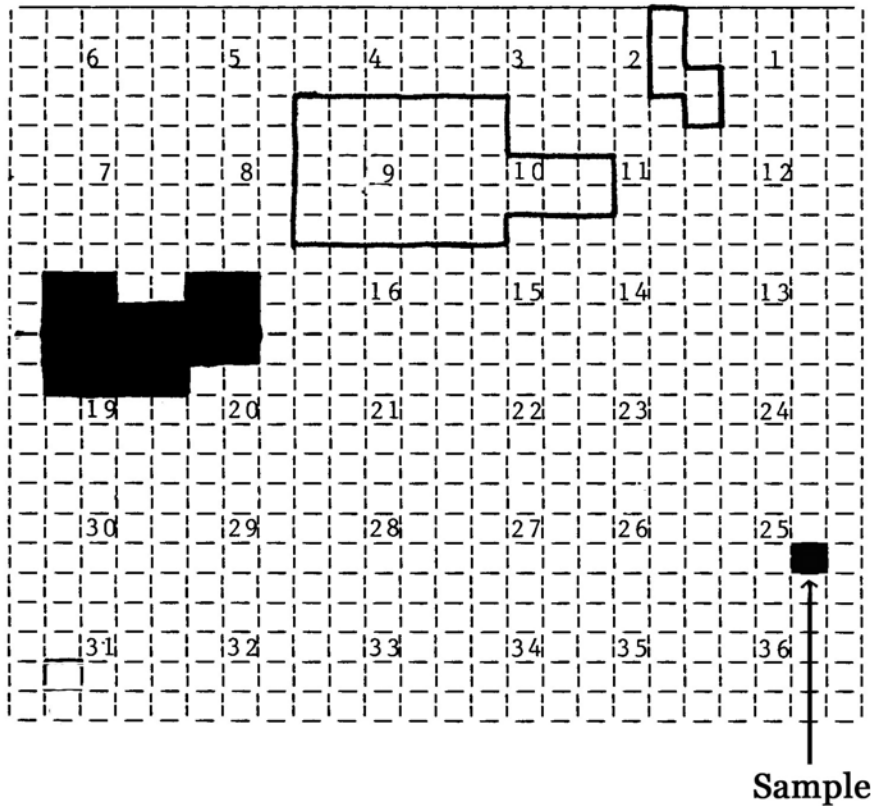
The fifth and final part of the test assesses your ability to read and comprehend diagrams.

Section V (Appraising Problems & Property Descriptions) Sample Problem:

USE THE FOLLOWING RIGHT-OF-WAY AGENT MAP TO ANSWER THE FOLLOWING QUESTION

TOWNSHIP MAP

Township 25 North; Range 1 East



Sample Question:

Under section 25 on the Township Map, the area indicated by the “Sample” marking can be described as:

1. The Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 25.
2. The Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 25.
3. The Northwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 25.
4. The Northwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 25.
5. None of the above.

ANSWER TO SECTION V SAMPLE PROBLEM:

The correct answer to the sample exercise is “4.” If we look at the “Southeast” quadrant closest to Section 25, we find that the indicated box is in the “Northwest” quarter. Thus, the correct answer is that the indicated area is in the “Northwest quarter of the Southeast quarter of Section 25.”