

1. Why is the testing process for the Denver Sheriff Security Specialist changing?

The City and County of Denver has partnered with the National Testing Network (NTN) to provide pre-employment testing for applicants to the Security Specialist position. The Security Specialist test has been developed and validated specifically for individuals seeking employment in the corrections field. The testing process is now easier and more convenient for applicants as they can complete the test anytime and from any desktop or laptop computer with an internet connection.

2. I took the Security Specialist test used previously for this position. Do I need to take the new Security Specialist test through NTN?

Yes. Scores on the previously used test will no longer be valid. All applicants must complete the NTN Security Specialist test to be considered for the position.

3. How is the test administered?

Applicants who pass the minimum qualification review will receive an email with instructions on how to access the test. To ensure you receive the email please add @denvergov.org to your email's safe sender list.

The test must be taken from a desktop or laptop computer with an internet connection. Mobile devices such as smartphones, IPads, and tablets are not compatible with test content. If you do not have access to a computer, you can reserve a computer in the Webb Building by emailing <u>Jobs@denvergov.org</u> and providing your name and contact information. You may also contact the Denver Public Library for computer availability (<u>www.denverlibrary.org</u>).

4. Once I pass the Security Specialist test how long is my score good for?

Passing scores for the Security Specialist test are good for one year.

5. What if I do not pass the test?

There is a three-month waiting period to retake the test. Once the three months has passed applicants may reapply to the next open posting for Security Specialist and retake the test.

6. What will I be tested on?

For more information about the Security Specialist test, please view the preparation guide: https://ntnexams.com/download/denver/security-specialist/dsd_ss_exam_prep.pdf



7. Is there a practice test?

There is no practice test available.

8. How long will it take to complete the test?

Applicants will have two (2) hours to complete the test once they begin. We recommend that you schedule enough time to complete the test in one sitting.

9. What type of questions will be on the test?

The questions are multiple choice. Instructions will be provided at the beginning of each section of the test.

10. How long will I have to complete the test?

The deadline to complete the test will be stated in the advisory email you will receive from AssessmentTeam@denvergov.org. Please refer to this email.

11. I'm having trouble creating my new account. What should I do?

Please be sure that you are using the same first name, last name, and email address as on your application. If you are still experiencing difficulties creating your account please contact NTN at support@nationaltestingnetwork.com.

12. How long will it take to get my Security Specialist test results?

Results will be available on your applicant profile three to five business days after the test deadline. To see your results log onto <u>www.denvergov.org/jobs</u> to access your profile. After you log-in click the drop-down box near your name, click on application, select Security Specialist, and then click history.

13. What are the next steps in the process if I pass the test?

You will be contacted by a Sheriff's Department Human Resources representative to complete the next steps in the hiring process.