

Free Administrative Assistant Study Guide



Free Administrative Assistant Study Guide

ADMINISTRATIVE ASSISTANT STUDY GUIDE A written examination for the class of ADMINISTRATIVE ASSISTANT to be administered in your jurisdiction will consist of approximately 120 multiple-choice questions covering the following subject areas:

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items. The sample questions provided in this study guide are intended to give you an idea of the kinds of clerical items you may encounter in County tests. However, it is important to note that actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested. ABOUT THE COUNTY'S EXAMINATIONS

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Administrative Exam Study Guide Book

Purpose of the Study Guide This study guide is a tool to help you prepare for the clerical exam. It does not contain information that you must memorize. The exam measures your specific skills needed to work in clerical positions. You could take the exam and do well without reading this study guide; however, you will be better prepared if you ...

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