

California Clerical Study Guide Sample Test Questions

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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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Sample Question #2 As a Parole Agent 2, Adult Parole, your clerical staff advises you that the Officer of the Day (OD) failed to report for duty. How should you handle the situation? A. Immediately initiate a welfare check on the missing agent. B. Instruct the clerical staff to handle the lobby traffic and initial interviews.

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Time: 45 minutes*. Version: 2. Questions: 30. Time: 45 minutes*. *This is only an estimate of how long it will take you to complete the practice test; you will not be timed.

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School District Clerical Exam Study Guide
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Proficiency Exam Registration Form B For Clerical
The purpose of this Study Guide is to assist you in preparing for the Clerk Typist written test. The test will consist of only multiple-choice questions. The sample questions provided in this study guide do not cover all of the areas of the test. ... California's Employment Offices see 500,000 clients in one year. If 30 percent of the clients are

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