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**Office Assistant  
Study Guide For**

Thank you for your interest in the Office Assistant (General) & (Typing) classification. This guide is designed to familiarize and assist you in preparing for the Office Assistant examination. The

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examination contains 45 multiple-choice items in three content sections: 1) Arithmetic Calculations, 2) Written Communication, and 3) Sorting and Filing.

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Guide Office Assistant

(General) & (Typing)

Examination Study

Guide 3 SAMPLE

ENGLISH USAGE AND

GRAMMAR QUESTIONS

This test section is

designed to assess

your knowledge and

skill in constructing

sentences and in using

correct grammar,

punctuation, word

usage, and sentence

structure. Office



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**test.enableps.com**

The office assistant test is a psychometric exam that ensures an accurate and methodical assessment

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of your aptitude for the job you are applying for. You can expect the following areas of your ability to be evaluated:

English language proficiency This set of office assistant exam questions helps to determine whether your knowledge of English grammar, spelling, punctuation, and vocabulary is sufficient for the correct use of the English language. Basic

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math aptitude These  
office assistant ...

**Civil Service Office  
Assistant Exam  
Preparation 2020 ...**

Being an office  
assistant requires a lot  
of responsibility and a  
wide range of skill sets.

This exam measures  
one's aptitude in the  
following areas:

Vocabulary, Spelling,  
Punctuation, &

Grammar - This tests  
your knowledge of

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English grammar, vocabulary, and ability to spell words correctly. Alphabetizing & Numerical Ordering - These questions assess your ability to file documents in correct alphabetical order.

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Test - JobTestPrep**

Study Guide. For a copy of the Office Assistant (General) and (Typing) Study Guide

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please click here. 4.

Minimum

Qualifications. Be

prepared to answer

questions on your

education and work

experience. 5. Class

Specification. View the

classification

specification for a

description of the

duties and

requirements.

**Office Assistant**

**Examination - CalHR**

A study guide is

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available for your reference. View the Office Assistant study guide. PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available when applying for the examination.

Employment History:  
Employment dates, job titles, organization names and

**Office Assistant  
(General) and**

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This study guide book for the Office Assistant Exam includes everything you need to know ahead of time in order to pass. The full length Sample Test covers all of the common test topics as well as various question formats.

**Office Assistant Test  
- Civil Service Test  
Study Guide Book**

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Office Assistant Test:  
Test Prep Resources -  
Exam Study Guides. If  
you are interested in  
taking the Office  
Assistant Test anytime  
in the near future then,  
doubtlessly, you  
probably are curious  
about what the test is  
how it functions, and  
how you might go  
about readying  
yourself to succeed on

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this intimidating examination. The test itself is not designed to make anyone fail or otherwise discourage success; after all, office assistants are in a constant demand, so taking action that would ...

**Office Assistant  
Test: Test Prep  
Resources - Exam  
Study Guides**

[www.jobtestprep.com](http://www.jobtestprep.com).

HotBeing an office

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assistant requires a lot of responsibility and a wide range of skill sets.

This exam measures one's aptitude in the following areas:

Vocabulary, Spelling, Punctuation, & Grammar - This

tests your knowledge of English grammar, vocabulary, and ability to spell words correctly.

**Office Assistant  
Study Guide Test -**

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Prepare for the Office Assistant Exam with the comprehensive Office Assistant Exam Study Guide. This complete Study Guide has all of the materials that are needed to make this test simple and one that is passed with ease. Get to know the test and what it will consist of in the Introduction section of the Study Guide.

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Test Preparation ...**

Medical Office

Assistant Detailed Test  
Plan 2014. Detailed

Test Plan for tests

scheduled on and after  
8/17/2020: Medical

Office Assistant

Detailed Test Plan

2020. NCCT Exam

Fees. Pass Rate Report.

Sample Items

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\*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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