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FINDING STUDY GUIDES FOR STATE CIVIL SERVICE EXAMS

*This is only an estimate of how long it will take you to complete the practice test; you will not be timed.

Office Assistant (General) and (Typing)

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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

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Office Assistant Examination - CalHR

Office Technician (General & Typing)
Examination Study Guide 2

INTRODUCTION Thank you for your interest in the Office Technician (General & Typing) classification. This guide is designed to familiarize and assist you

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with preparing for the Office Technician examination. The examination contains 45 multiple-choice items in three

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Office Assistant (General) & (Typing)
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INTRODUCTION Thank you for your

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Clerk

Office Technician Study Guide - California

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

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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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The Office Assistant Test is like every other exam that you have ever taken in

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one beautifully simple aspect- you can study and prepare to make sure that you do well on it.

Office Assistant Study Guide - State of California

Being an office assistant requires a lot of responsibility and a wide range of skill sets. This exam measures one's aptitude

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in the following areas: Vocabulary, Spelling, Punctuation, & Grammar - This tests your knowledge of English grammar, vocabulary, and ability to spell words correctly.

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