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*Office Assistant California Exam Guide* Angelo Tropea, 2018-05-10 Developed specifically for the California Office Assistant exam. Study with this book and prepare for success. 1 This book was prepared by Angelo Tropea, best selling author and creator of dozens of civil service exam preparation books and with more than 35 years experience in preparing candidates for exams. 2 The book covers in detail the types of questions asked and excludes material that is not relevant such as general test taking discussions about civil service and long discussions about benefits which do not help you attain a higher score. 3 The book contains valuable explanations and hints for each type of question, all based on experience and live classes conducted in prior years. 4 Carefully crafted exercises with explanatory answers are provided for practice and to increase proficiency and confidence. 5 Two full practice exams are included with the answers explained. Study with this valuable book and prepare for success.

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**Beginning Office Assistant** Lewis Morris, 2019-10-17 Learn how to Ace the Office Assistant Exam. This book helps you develop the skills you need to be on the top of your game. In order to do your best, you must be prepared to tackle the unique question types found on the exam. This book contains the most up to date and accurate information to help you prepare for the Office Assistant exams given by state.

county and local agencies Written using lessons learned from the latest exam updates this manual perfectly prepares the reader for all of the exam sub areas including Reading Comprehension Checking for Errors Grammar spelling and punctuation Office vocabulary Working With Others This book is an excellent resource for various Office Assistant tests including titles such as Business Document Specialist Medicaid Eligibility Examiner Employee Retirement System Examiner Licensing Services Clerk Trainee Payroll Assistant Keyboard Specialist Print Equipment Operator Public Service Commission Operations Clerk

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- 1 This book was prepared by Angelo Tropea former Borough Chief Clerk of the Civil Court in Kings County and author of dozens of civil service exam preparation books He has 30 years of experience in preparing candidates for exams and 30 years of court experience
- 2 The book covers in detail the types of questions asked and excludes material that is not relevant such as general test taking discussions about civil service and long discussions about benefits which do not help you attain a higher score
- 3 The book contains valuable explanations and hints for each type of question all based on experience and live classes conducted in prior years
- 4 Carefully crafted exercises with explanatory answers are provided for practice and to increase proficiency and confidence
- 5 A comprehensive practice exam is provided with the answers explained
- 6 The format of the book is that of a workbook with formatted pages provided for the student to answer Filing and Court Record Keeping questions
- 7 And on a personal note The author has five children who have successfully taken the Court Assistant Court Office Assistant and Senior Court Office Assistant exams Four started in the court system as Court Office Assistants and one as a

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