

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:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

FILING:

In this type of question you are to select the name which would be filed **LAST** if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.

Administrative Assistant Written Exam

Steve Prziborowski



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Pratiyogita Darpan ,2009-11 Pratiyogita Darpan monthly magazine is India s largest read General Knowledge and Current Affairs Magazine Pratiyogita Darpan English monthly magazine is known for quality content on General Knowledge and Current Affairs Topics ranging from national and international news issues personality development interviews of examination toppers articles write up on topics like career economy history public administration geography polity social environment scientific legal etc solved papers of various examinations Essay and debate contest Quiz and knowledge testing features are covered every month in this magazine **Graduate School and Beyond** Mark H. Rossman,2015-11-17

Knowledge is power Simply stated this book provides graduate students traditional and returning learners with power To succeed graduate students need to understand the process of completing a graduate degree control as many aspects of the process as possible and be careful skillful and tactful negotiators This book gives prospective graduate students a preview of what to expect and equips current graduate students with what they need to know to maneuver an often labyrinthine system Online courses distance learning social networking and the effects of the internet on graduate education are special features of this book emerging from the author s 35 years of experience in leading edge educational settings **Office Assistant:**

Clerk GS 1-4, Office Aide David Reuben Turner,1972 **Pratiyogita Darpan** ,2007-06 Pratiyogita Darpan monthly magazine is India s largest read General Knowledge and Current Affairs Magazine Pratiyogita Darpan English monthly magazine is known for quality content on General Knowledge and Current Affairs Topics ranging from national and international news issues personality development interviews of examination toppers articles write up on topics like career economy history public administration geography polity social environment scientific legal etc solved papers of various examinations Essay and debate contest Quiz and knowledge testing features are covered every month in this magazine

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Spencer,2025-08-01 Today s healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That s the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association NHA this powerful guide equips you with everything you need to pass with confidence

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experiences bumps and bruises along with their successes to help you figure this out Sit back and prepare to soak up decades of advice based on experience so you can start the climb up Deputy Chief Billy Goldfeder Proudly bumped and bruised since 1973 After years of teaching thousands of aspiring fire rescue officers Steve Prziborowski has documented his highly successful training information You need this book if you are looking to get the edge up on the competition and demonstrate to the hiring authority that you are ready for the job If you are serious about being a successful fire rescue officer at any rank do yourself a favor and add this text to your personal library today Fire Chief Dennis L Rubin Committing to taking a promotional exam requires a Herculean effort a never looking back attitude and a willingness to give up your life as you know it until the exam is over The book is an invaluable resource to guide your journey Study hard and then study harder Good luck Deputy Chief Ret Anthony Avillo North Hudson Regional NJ Fire and Rescue **Clerical Exam Basics**

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Master the Clerical Exams Peterson's,2010-07-01 Peterson s Master the Clerical Exams provides test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Master the Clerical Exams offers readers 9 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math Answer keys and detailed explanations for each practice test Detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures

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