

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.

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Operational Testing and Evaluation Methodology and Procedures Guide United States. Department of the Army, 1979

Department of the Navy RDT&E Management Guide United States. Navy Department, 1985 *Test and Evaluation Policy* United States. Department of the Army, 1995 **Federal Register**, 2013-04 **Military Administrative Law**

Handbook United States. Department of the Army, 1975 Guide to the Evaluation of Educational Experiences in the Armed Services: Coast Guard, Marine Corps, Navy, Department of Defense American Council on Education, 1978 *The college handbook* College Board, 1994-08 Now in its 32nd popular year this invaluable guide provides complete detailed information on all two and four year colleges in America This edition features expanded information on the new SAT and other topics of vital interest to families and students selecting a college Still the best resource of its kind Randax Education Guide **Military Administrative Law Handbook** United States. Department of the Army, 1973 **How the Army Runs:**

A Senior Leader Reference Handbook, 2011-2012 U.S. Army War College, 2013-05-20 The U S Army War College USAWC is proud to present the 28th Edition of How the Army Runs A Senior Leader Reference Handbook 2011 2012 Publication of this text at this time when the Army has been at war for almost a decade has almost completed restructuring of its operating force and is addressing the structure of the generating force as well as completing formidable base closure and restationing actions gives credence to the enduring truth that in order to be successful the Army must sustain and improve itself while it is fully committed to the Nation's bidding The systems and processes documented and explained in this work are designed to do just that This text was prepared under the direction of the faculty of the Department of Command Leadership and Management It is intended to be used in an academic environment during the study of the systems and processes used to develop and sustain trained and ready combat forces to be used by the Combatant Commanders

The Enigmatic Realm of **Administrative Support Assistant Ii 1test Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Administrative Support Assistant Ii 1test Guide** a literary masterpiece penned with a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those who partake in its reading experience.

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