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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 actual test questions will vary in format,

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Practice Questions for Clerical Test A

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Clerical Skills Examination Study Guide

This guide was developed to help you prepare to take the Advanced Clerical written exam. That exam is used to fill Administrative Specialist I & II, Executive Assistant, Intake Specialist, and Senior Administrative Specialist positions. The guide contains general exam-taking advice and also provides specific information related to the exam content.

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