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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 actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested.

Clerical Study Guide & Sample Test Questions

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The skills you may expect to be assessed are: English vocabulary and grammar – tests the candidate's ability to spell as well as their knowledge of correct grammar use. Keyboarding practices – tests the candidate's typing speed, formatting styles of various documents such as letters, along with proofreading exercises.

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Sample Questions for Series 8500 Office Support Exam (OSE)

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Filing If the names Ryan Helms, Ron Helsley, Rebecca Helm, and Ray Helms were arranged for alphabetical filing, the position of the underlined name would be:

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appropriate study guides for patrons who are seeking State employment. The first section of the booklet devotes one page to each exam. There the user will find an outline of the categories of questions that are asked on an exam, followed by a list of the study guides the Reference staff recommends. Most of the study guides are published by Arco or

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