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# **Office Assistant**

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## **Study Guide**

**Selections Division  
California Department of Human Resources  
1515 S Street, Suite 400N  
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- 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 Court Assistant

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