



# OFFICE ASSISTANT EXAM STUDY GUIDE

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# Office Assistant Exam Study Guide

**Elliot Spencer**

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## **Office Assistant Exam Study Guide:**

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- 1 This book was prepared by Angelo Tropea former Borough Chief Clerk of the Civil Court in Kings County and author of dozens of civil service exam preparation books He has 30 years of experience in preparing candidates for exams and 30 years of court experience
- 2 The book covers in detail the types of questions asked and excludes material that is not relevant such as general test taking discussions about civil service and long discussions about benefits which do not help you attain a higher score
- 3 The book contains valuable explanations and hints for each type of question all based on experience and live classes conducted in prior years
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- 5 A comprehensive practice exam is provided with the answers explained
- 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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kälte oder auch schall eingesetzt ceresana hat erneut den weltmarkt für diesen leichten festen