



Office Assistant

Study Guide

**Selections Division
California Department of Human Resources
1515 S Street, Suite 400N
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National Learning Corporation

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asked on your exam we have included the different types of questions that have been asked on all four recent exams Read your current exam announcement carefully and study only those types of questions which are listed in your exam announcement

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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 Study with this valuable book and prepare for success

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