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passing the civil service school secretary test or clerical skills test for school districts as it is called in some areas is definitely a plus if you are seeking a job as a school secretary the test assesses the candidate s aptitude in a number of key areas for the role

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jun 2 2022 job applicants for clerical or administrative roles should prepare to take these tests to qualify for positions in



their field in this article we will discuss what clerical aptitude tests are why they are used who uses them and some tips for taking the exams