

# Office Assistant Study Guide For Schools

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Thank you for your interest in the Office Assistant (General) & (Typing) classification. This guide is designed to familiarize and assist you in preparing for the Office Assistant examination. The examination contains 45 multiple-choice items in three content sections: 1) Arithmetic Calculations, 2) Written Communication, and 3) Sorting and Filing.

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## **Prepare for the Office Assistant I Test - JobTestPrep**

Study Guide. For a copy of the Office Assistant (General) and (Typing) Study Guide please click [here](#). 4. Minimum Qualifications. Be prepared to answer questions on your education and work experience. 5. Class Specification. View the classification specification for a description of the duties and requirements.

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A study guide is available for your reference. View the Office Assistant study guide. PREPARING FOR THE EXAMINATION Here is a list of suggested resources to have available when applying for the examination.

Employment History: Employment dates, job titles, organization names and

## **Office Assistant (General) and (Typing)**

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is not designed to make anyone fail or otherwise discourage success; after all, office assistants are in a constant demand, so taking action that would ...

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Introduction section of the Study Guide.

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Medical Office Assistant Detailed Test Plan 2020. NCCT Exam Fees. Pass Rate Report. Sample Items

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\*This is only an estimate of how long it will take you to complete the practice test; you will not be timed.

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