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Detailed subject review sections prepare civil service applicants for positions as stenographer, typist, clerical, and general office machine operators. Five diagnostic tests and eight model exams are included.

Master the Civil Service Exams offers complete test preparation for the written exam so you can pursue a government job. Math, verbal and clerical exercises, plus four full-length practice tests, build skills and confidence, while experts in the field provide an inside scoop on how to become a first-rate job candidate. You will also find up-to-date information on the civil service job market and projected areas of growth.

Offers advice on test preparation and includes eight sample exams

Presents a comprehensive guide to preparing for the Civil Service Clerical exam, and contains five diagnostic tests with answers and explanations, practice problems, test-taking strategies, and more.

Civil Service exams are competitive, and this manual helps job applicants get good test scores that lead them to job offers. The book covers the following Civil Service job designations: clerk, stenographer, and typist. Five diagnostic tests are presented, plus four model tests that cover verbal ability and clerical skills. All tests come with answers and explanations. Hundreds of practice problems are also included to sharpen test-taking skills.

The Clerical Associate Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: deductive reasoning; information ordering; number facility; matching; written expression; and more.

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This guide features step-by-step tutorials for mastering verbal, arithmetic, and clerical questions for entry-level civil service exams, advice on application procedures, and the inside scoop on the civil service job market.

Civil Service exams are competitive, and this manual helps job applicants get good test scores that lead them to job offers. The book covers the following Civil Service job designations: clerk, stenographer, and typist. Five diagnostic tests are presented, plus four model tests that cover verbal ability and clerical skills. All tests come with answers and explanations. Hundreds of practice problems are also included to sharpen test-taking skills.

Updated to reflect recent exams, this manual provides solid test preparation for applicants taking federal, state, and local court officer exams. The authors present study tips, a diagnostic test, and four model exams typical of those currently administered. The exams come with answers to questions and self-diagnostic procedures. New in this edition is a chapter that takes into account the current trend in court systems to rely on oral interviews in the process of selecting court officers. The authors advise on ways to obtain the best score in such an interview.

Developed specifically for the California Office Assistant exam! Study with this book and prepare for success! 1. This book was prepared by Angelo Tropea, best-selling author, creator of dozens of civil service exam preparation books - and with more than 35 years' experience in preparing candidates for exams. 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. 4. Carefully crafted exercises (with explanatory answers) are provided for practice and to increase proficiency and confidence. 5. Two full practice exams are included, with the answers explained. Study with this valuable book and prepare for success!

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