

## **ADMINISTRATIVE ASSISTANT**

### **STUDY GUIDE**

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

#### **SUBJECT MATTER/CONTENT**

<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
<b>TOTAL PERCENT</b>	<b>100%</b>

#### **SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION**

##### **FILING:**

In this type of question you are to select the name which would be filed **LAST** if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.
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# Sample Test For Office Assistant Ii

**John C. Reinard**



## Sample Test For Office Assistant Ii:

*Federal Office Assistant Examination* United States Civil Service Commission, 1973      **Federal Office Assistant Examination** Elizabeth D. Johnson, 1976      30 Practice Sets for IBPS RRB CRP - X Office Assistant Multipurpose & Officer Scale I Online Preliminary Exam 2021 Arihant Experts, 2021-07-20

1 The book deals with Preliminary Examination of IBPS RRBs CWE IX Officer Scale 1 2 Carries Previous years solved papers 2020 2016 3 Study material is provided for Numerical and Reasoning Ability sections 4 More than 2500 objective questions are provided for revision of concepts 5 30 Practice Sets are provided for thorough practice This Year The Institute of Banking Personnel Selection IBPS has introduced more than 12000 vacancies for the posts of RRB Office Assistant and Officer Scale I II III The revised vacancies for IBPS RRB Office Assistants Multipurpose and Officer Scale I is 6888 and 4716 respectively Be exam ready with a complete practice workbook of IBPS RRB CRP X Office Assistant Multipurpose Officer Scale 30 Practice Sets which is a prepared for the upcoming Online Preliminary Exam of IBPS RRBs CRPs X Apart from 30 practice sets this book has more than 2500 Objective Questions for quick revision of concepts previous Years Solved papers 2020 2016 are provide in the beginning to give the complete idea of the question paper pattern Lastly special study material are provided that will ultimately develop the basics of the subjects This book proves to be a best tool for the self assessment for climbing two steps closer to success TOC Solved Paper 2020 2016 Reasoning Ability Numerical Ability Practice Sets 1 30

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certification The themes and issues that arise as this broad treatment unfolds provide an essential foundation for students researchers and professionals who are involved with the assessment of human capability and potential in organizational and workplace contexts

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