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### Office Assistant Study Guide For

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.

## **Office Assistant Examination - CalHR**

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