

Entry Clerical Written Examinations

Candidates for entry clerical positions may be administered one of the following written examinations. A brief description of the content areas of each written examination is provided below:

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
1	SPEED AND ACCURACY IN FILING, CHECKING, AND CODING	25
2	EDITING (SPELLING, PUNCTUATION, AND GRAMMAR)	30
3	VOCABULARY	20
4	READING COMPREHENSION	10
5	ARITHMETIC	15

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
1	ALPHABETIZE, FILE, AND CODE INFORMATION	15
2	EDITING	35
3	VOCABULARY	15
4	READING AND UNDERSTANDING WRITTEN INFORMATION	20
5	NUMERICAL SKILLS	15
