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Purpose of the Study Guide This study guide is a tool to help you prepare for the clerical exam. It does not contain information that you must memorize. The exam measures your specific skills needed to work in clerical positions. You could take the exam and do well without reading this study guide; however, you will be better prepared if you review the information provided

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This guide was developed to help you prepare to take the Advanced Clerical written exam. That exam is used to fill Administrative Specialist I & II, Executive Assistant, Intake Specialist, and Senior Administrative Specialist positions. The guide contains general exam-taking advice and also provides specific information related to the exam content.