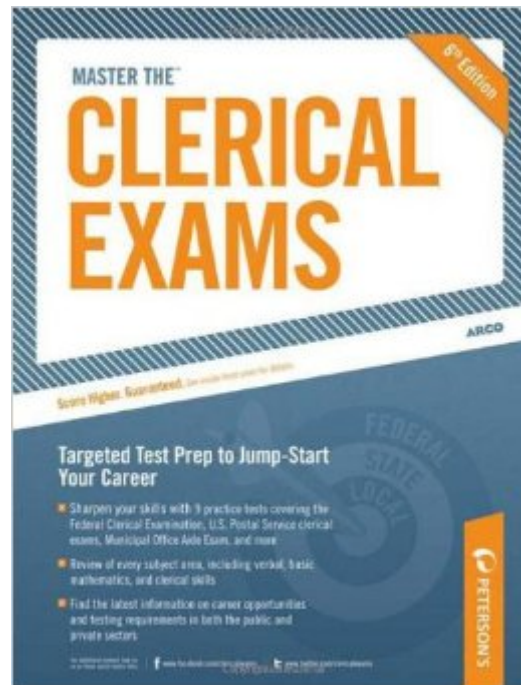


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Master The Clerical Exams



Synopsis

Clerical workers hold approximately 3.2 million jobs in the United States, according to the Bureau of Labor Statistics *Peterson's Master the Clerical Exams provides test preparation for those seeking public-and private-sector clerical positions. This essential test-prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal, state and local governments; an overview of the civil service test-taking process; and subject reviews of all test areas.

Book Information

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Average Customer Review: 4.1 out of 5 stars [See all reviews](#) (17 customer reviews)

Best Sellers Rank: #101,005 in Books (See Top 100 in Books) #27 in [Books > Education & Teaching > Higher & Continuing Education > Test Preparation > Professional > Civil Service](#) #46 in [Books > Education & Teaching > Higher & Continuing Education > Test Preparation > Professional > Vocational Tests](#) #1101 in [Books > Textbooks > Test Prep & Study Guides](#)

Customer Reviews

The book is very helpful for me in preparing the test. However, there are some errors in the answers of Part 3 - grammar skill. They ask to find the Incorrect sentence, but they give the answers about correct sentence

Very very valuable!!!! I scored high enough on the test thanks to this study guide to get the job I wanted.

The person who had the book before me wrote in the book and I had to keep on erasing their answers just to apply my knowledge to each question and to see if i understood the material. Overall, this book was awesome. It was straight to the point.

This book was not very helpful. I ended up scoring the same before purchasing it.

Good book but be sure to read the fine details about which tests this book is actually good for.

Great practice book.

This book is a great study guide! I had been out of school in a while and needed to be refreshed on some things. It worked out great!!!

The content inside of the book is almost identical to the New York City Clerical Aide exam.

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