The following study guide will familiarize and assist you in preparation for a written examination containing multiple-choice “clerical skills” questions. The sample questions provided in this study guide are intended to give you an idea of the types of questions you may encounter on County examinations. However, it is important to note that actual test questions will vary in content and level of difficulty, depending on the job class being tested. For example, the Office Assistant (an entry-level classification) examination will ask questions of a lower level of difficulty than the Office Specialist (an advanced journey-level classification) examination.

To determine if the examination you are scheduled to take contains the content in this study guide, refer to the Invitation to Examination letter you received. This letter will clearly state which subject areas are included on the examination. The Personnel Department recommends you also review the “Preparing for a Written Examination” guide available on our website for general tips and advice for preparing for and taking written examinations with Yuba County. If you have any questions or concerns regarding written examinations or the recruitment process, please contact the Personnel Department.

About this Examination Guide:

This guide contains a sample of the different types of questions that may be asked within this content area. None of the sample questions will be on the actual examination; however, the questions in this guide will be similar to those you may actually encounter. After each practice exam you will be given the correct answers to the questions and an explanation (if necessary) for why it is the best choice. You should carefully study each sample question to become familiar with similar questions on the examination.

How to Use this Examination Guide:

Read each question carefully. Then read all of the answer choices to each question before deciding which answer is correct. If you are having difficulty in determining the correct answer to a question, skip the question and come back to it later. It is to your advantage to answer each question even if you must guess. With a few exceptions (the exam proctor will be very clear if this is the case) there are no penalties for wrong answers. Your score is determined by the number of correct answers.

After you complete each practice examination you should review the solutions page to determine areas for improvement. You may take the practice exams multiple times until you are familiar and comfortable with the format and content of the exam.

Do not be discouraged if you are not able to answer some of the sample questions correctly. If you feel you need more practice than this study guide offers, the local library may have reference materials to help you or the Personnel department may be able to help you locate additional study guides on the Internet.
Practice Exam

DIRECTIONS: Questions 1 through 20 measure the speed and accuracy with which you can file, check, and code. You will be given 10 minutes to complete this section. Do not expect to complete all of the questions, but answer as many as possible in the time allowed.

DIRECTIONS: Darken the box on your answer sheet corresponding to the single best answer for each of the following questions.

1. If the following names are filed alphabetically, which one comes second?
   a. Shepard, Smith
   b. Shephard, Lois
   c. Shepard, Frank
   d. Shepperd, Suzanne

2. If the following names are filed alphabetically, which one comes last?
   a. Kessel, Carrie
   b. Kesser, Louise
   c. Kessinger, John
   d. Kessler, Carl

3. If the following names are filed alphabetically, which one comes third?
   a. Garnon, Henry
   b. Garnon, Isobel
   c. Garnon, Marie
   d. Garnon, Doris

4. If the following names are filed alphabetically, which one comes last??
   a. Santos, Sally
   b. Sansosa, Victor
   c. Santon, Jesse
   d. SanJuan, Paul

5. When filing numerically from high to low, which number would be last?
   a. #CD821898
   b. #CD821808
   c. #CD821752
   d. #CD831632

6. When filing numerically from high to low, which number would be third?
   a. 456353-033834
   b. 455342-563985
   c. 457325-587436
   d. 456352-132985
7. When filing numerically from high to low, which number would be second?
   a. #PQS89157862
   b. #PQS89157895
   c. #PQS89158523
   d. #PQS99356952

8. If the following dates are filed chronologically beginning with the most recent date, which is first?
   a. 10/6/2009
   b. 11/2/2009
   c. 10/31/2008
   d. 9/30/2009

9. If the following dates are filed chronologically beginning with the most recent date, which is third?
   a. 5/15/1996
   b. 4/30/1995
   c. 12/31/1996
   d. 1/3/1996
DIRECTIONS: Mark your answer sheet as follows:

Mark choice a if one pair is alike.
Mark choice b if two pairs are alike.
Mark choice c if three pairs are alike.
Mark choice d if four pairs are alike.

10.  
a. James Rothschild   James Rothschild  
b. Brian B. Wise   Brian B Wise  
c. Joel Rothenstein   Joel Rockenstein  
d. Diana Julius   Diane Julius  

11.  
a. Alvin Joseph   Alvin Joseph  
b. Earl James   Earl James  
c. Victor Alvarado   Victor Alvaredo  
d. Stuart Alvary   Stuart Alvary  

12.  
a. 1499 Capp St. San Francisco CA 94110   1499 Capp St. San Francisco CA 94110  
b. 156 C Brandy St. San Francisco, CA 94110   156 C Brandy St. San Francisco CA 94110  
c. 1401 George Blvd, Yuba City CA 95991   1401 George Blvd, Yuba City CA 95991  
d. 5693 Smith Lane, Yuba City CA 955993   5693 Smith Lane Yuba City, CA 955993  

13.  
a. 4864877899-52   4864877899-52  
b. 90238904904   90238904904  
c. 326878985648   326878985648  
d. 378943974735   378943974735  

14.  
a. 378CDO043-59R4156   378CDO043-59R4156  
b. PQH82304O-6056LK6   PQH82304O-6056LK6  
c. 378DPD043-608RST6   378DPD043-608RST6  
d. GHA823839-5GHP272   GHA823839-5GHP272  

15.  
a. Rucker Industries   Rucker Industries  
b. Darwin Organization   Darwin Organization  
c. Alvery Legal Council   Alvary Legal Council  
d. Buckingham Terminal   Buckingham Terminal
DIRECTIONS: Use this chart to answer the following questions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Units</th>
<th>Department</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 = Stationary</td>
<td>A = 1</td>
<td>1 = each</td>
<td>12 = Admin Services</td>
<td>33 = Maintenance</td>
</tr>
<tr>
<td>52 = Invoices</td>
<td>B = 2</td>
<td>2 = pair</td>
<td>15 = Auditor Controller</td>
<td>34 = Training</td>
</tr>
<tr>
<td>61 = Applications</td>
<td>C = 3</td>
<td>3 = six</td>
<td>17 = Community Services</td>
<td>36 = Administration</td>
</tr>
<tr>
<td>73 = Pens</td>
<td>D = 4</td>
<td>4 = dozen</td>
<td>18 = Building</td>
<td>42 = Projects</td>
</tr>
<tr>
<td>84 = Envelopes</td>
<td>E = 5</td>
<td>5 = carton</td>
<td>19 = Personnel</td>
<td>48 = Research</td>
</tr>
<tr>
<td>98 = Boxes</td>
<td>F = 6</td>
<td>6 = crate</td>
<td>21 = Probation</td>
<td>49 = General Fund</td>
</tr>
</tbody>
</table>

DIRECTIONS: Answer the following questions based on the information given above. Darken the box on your answer sheet corresponding to the single best answer for each of the questions.

16. The Personnel Department has ordered two cartons of stationary to be charged to Administration. What would the codes be?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DEPARTMENT</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>23</td>
<td>B</td>
<td>5</td>
<td>19</td>
</tr>
<tr>
<td>b.</td>
<td>23</td>
<td>C</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>c.</td>
<td>23</td>
<td>B</td>
<td>6</td>
<td>19</td>
</tr>
<tr>
<td>d.</td>
<td>23</td>
<td>B</td>
<td>5</td>
<td>19</td>
</tr>
</tbody>
</table>

17. The Building Department has ordered a dozen pens to be charged to the General Fund. What would the codes be?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DEPARTMENT</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>73</td>
<td>B</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>b.</td>
<td>84</td>
<td>A</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>c.</td>
<td>73</td>
<td>A</td>
<td>4</td>
<td>18</td>
</tr>
<tr>
<td>d.</td>
<td>73</td>
<td>A</td>
<td>4</td>
<td>19</td>
</tr>
</tbody>
</table>

18. The Admin Services Department has ordered four crates of invoices to be charged to Projects. What would the codes be?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DEPARTMENT</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>52</td>
<td>B</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>b.</td>
<td>52</td>
<td>D</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>c.</td>
<td>52</td>
<td>D</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>d.</td>
<td>52</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

19. The Probation Department has ordered a pair of boxes to be charged to Training. What would the codes be?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DEPARTMENT</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>98</td>
<td>A</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>b.</td>
<td>98</td>
<td>B</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>c.</td>
<td>98</td>
<td>B</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>d.</td>
<td>98</td>
<td>A</td>
<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>
### Item Codes and Quantities

<table>
<thead>
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<td>4 = dozen</td>
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<td>6 = crate</td>
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<td>49 = General Fund</td>
</tr>
</tbody>
</table>

20. The Auditor Controller Department has ordered three dozen pens to be charged to Administration. What would the codes be?

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>DEPARTMENT</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 73</td>
<td>B</td>
<td>4</td>
<td>15</td>
<td>36</td>
</tr>
<tr>
<td>b. 73</td>
<td>C</td>
<td>6</td>
<td>15</td>
<td>36</td>
</tr>
<tr>
<td>c. 73</td>
<td>A</td>
<td>4</td>
<td>15</td>
<td>36</td>
</tr>
<tr>
<td>d. 73</td>
<td>C</td>
<td>4</td>
<td>15</td>
<td>36</td>
</tr>
</tbody>
</table>
Practice Exam – Solutions

1. A.
2. D.
3. B.
4. A.
5. C.
6. D.
7. C.
8. B.
9. D.
10. A.
11. C.
12. B.
13. D.
14. B.
15. C.
16. A.
17. C.
18. B.
19. A.
20. D.