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## Police Administrative Aide Exam Study Guide

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determined to be important to the performance of the tasks of a Police Administrative Aide. Task areas to be tested are as follows: Maintaining records and logs, performing clerical duties such as filing and printing, reviewing agency reports and documents, checking and verifying information, calculating numbers,

Exam No. 0141 - Page 3 - New York City  
With the help of online administrative assistant exam

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study guides and sample practice tests with free examples and explanations made available through assessment centers, you can gain familiarity with the format of the test as well as many of the common administrative assistant exam questions and answers – well before taking the exam.

## Civil Service Administrative Assistant Exam Preparation ...

Police Administrative Aide may use this ability multiple tasks in an organized way when performing throughout a busy day. Qualifying Typing Skills Test. After you have completed the multiple-choice test, you will then be given a qualifying typing skills test. In order to pass this test, you must be able to type accurately on a personal

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The Department of Citywide Administrative Services established a 530-name list for Senior Police Administrative Aide on Mar. 18, 2020. The list is based on Exam 9515, which was recently held. Readers should note that eligible lists change over their four-year life as candidates are added, removed, reinstated, or rescored.

## Senior Police Administrative Aide List Established | Lists ...

This test depicts how an administrative assistant will handle the job and situation. A thorough understanding of math, grammar, logical reasoning and English linguistics is a must. The test can also check the candidate's written comprehension skills, and their ability to proofread a particular document.

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Open Competitive Associate Transit Customer Service Specialist: 1215 QIE: City Planner 1112 Open  
Competitive City Planner (Prom) 1501 Promotion

Annual Examination Schedule Through June 30, 2020  
All eligible lists which were originally scheduled to terminate between March 16, 2020 and December 31, 2020 will be extended by one year. In addition, all eligible lists for exams for Police Officer, Police Communications Technician, Traffic Enforcement Agent and School Safety Agent which are scheduled to terminate between January 1, 2021 and December 31, 2021 will be extended by one year.

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Administrative exams by taking this practice examination.

Free Online Administrative Exam Practice Quiz  
To prepare for the Office Assistant (General) & (Typing) written examination, you should study the content assessed in each section of the test. On the examination day, it is strongly recommended that you arrive 15 minutes prior to the examination starting time, and make sure you are well rested.

## Office Assistant Study Guide

Situational judgment assessments are part of many civil service tests such as police and firefighting exams. Specific Aptitude Areas Assessments: This type of civil service test question evaluates specific areas of your aptitude. For instance, suppose you apply for an administrative assistant position.

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Personnel Department Exam Information

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