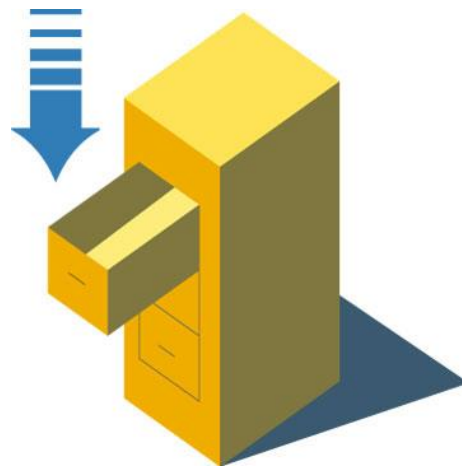


Clerical Study Guide & Sample Test Questions Version 1



Department of Human Resources
County of Los Angeles

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WELCOME

Thank you for your interest in employment with the County of Los Angeles. This booklet is designed to familiarize and assist you with preparing for tests containing multiple-choice entry-level clerical items. The sample questions provided in this study guide are intended to give you an idea of the kinds of clerical items you may encounter in County tests. However, it is important to note that actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested.

ABOUT THE COUNTY'S EXAMINATIONS

As an Equal Opportunity Employer, the County of Los Angeles takes steps to ensure that our exam content is job-related. We conduct studies to determine the knowledge, skills, abilities, and personal characteristics that are essential to satisfactorily perform the duties of the job. These studies assist us in developing the content of our examinations. Pre-employment testing provides us with an objective and cost-effective means to assess the qualifications of our applicants.

NOTE: Applicants who require special testing arrangements such as readers or interpreters must provide seven (7) days advance notice of their disability and requested accommodation. Check the front side of the job bulletin for telephone numbers to call to make disability accommodation requests. The County will attempt to meet reasonable accommodation requests whenever possible.

TEST-TAKING TIPS

Most County tests have a set time limit, so it is important that you work quickly, but not so fast as to become careless. Always read all the possible choices before marking your answer. If you do not know the answer to a problem, it is usually best to skip it and move on to the others. Note that on most County tests, your score is based on the number of correct responses. If you are not sure of the answer to a problem, eliminate the answers you believe are wrong, and mark the choice that is your best response. Above all, budget your time, pace yourself, and avoid getting bogged down on any single question.

On test day, it is recommended that you arrive 15 minutes prior to the test's starting time, wear comfortable clothes, bring an accurate watch, and make sure you are well-rested. Also, remember to bring your test notice and a picture I.D. such as a driver license, or you may not be admitted into the test!

Ability to File

INSTRUCTIONS: For questions 1-15, find the answer to the alphabetical and numerical examples shown. Items are arranged for alphabetical filing by *last name*, then by *first name*, from A to Z. Items are arranged for numerical filing from *lowest* to *highest* value.

1. If the names Humberto Castillo, Pedro Castaneda, Norma Cortez, and Silvia Campos were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Silvia Campos, Pedro Castaneda, Humberto Castillo, and Norma Cortez. The underlined name is third; therefore, choice **C** is the correct answer.

2. If the names Sara Lewis, Steve Leung, Mary Lopez, and Tom Lee were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Tom Lee, Steve Leung, Sara Lewis, and Mary Lopez. The underlined name is first; therefore, choice **A** is the correct answer.

3. If the names Alan Mayfield, Barbara Mackey, Steve Mayer, and Marie Martinez were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Barbara Mackey, Marie Martinez, Steve Mayer, and Alan Mayfield. The underlined name is second; therefore, choice **B** is the correct answer.

4. If the names Lillian Chang, Lionel Chandler, Linda Chavez, and Lin Chase were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Lionel Chandler, Lillian Chang, Lin Chase, and Linda Chavez. The underlined name is second; therefore, choice **B** is the correct answer.

5. If the names Charlotte Ramsey, Mark Reagan, Elisa Regalado, and Eric Ramos were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Eric Ramos, Charlotte Ramsey, Mark Reagan, and Elisa Regalado. The underlined name is third; therefore, choice **C** is the correct answer.

6. If the names Debra Willis, John Williams, Anthony Wilson, and Robert Williamson were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be John Williams, Robert Williamson, Debra Willis, and Anthony Wilson. The underlined name is third; therefore, choice **C** is the correct answer.

7. If the names Sandra Davis, Kathy Donaldson, Larry Dees, and Teresa Diaz were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Sandra Davis, Larry Dees, Teresa Diaz, and Kathy Donaldson. The underlined name is fourth; therefore, choice **D** is the correct answer.

8. If the names Anthony Estrada, Mark Everett, Robert Emerson, and Debra Evans were arranged for alphabetical filing, the position of the underlined name would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be Robert Emerson, Anthony Estrada, Debra Evans, and Mark Everett. The underlined name is first; therefore, choice **A** is the correct answer.

9. If the numerical sequences 51.56847, 522.2849, 5.45879, and 0.51274 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 0.51274, 5.45879, 51.56847, and 522.2849. The underlined sequence is third; therefore, choice **C** is the correct answer.

10. If the numerical sequences 389452, 326.151, 3.89456, and 31.9659 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 3.89456, 31.9659, 326.151, and 389452. The underlined sequence is fourth; therefore, choice **D** is the correct answer.

11. If the numerical sequences 4.548, 4.5482, 4.5399, and 4.5521 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 4.5399, 4.548, 4.5482, and 4.5521. The underlined sequence is second; therefore, choice **B** is the correct answer.

12. If the numerical sequences 10.0126, 10.016, 10.01, and 10.0026 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 10.0026, 10.01, 10.0126, and 10.016. The underlined sequence is first; therefore, choice **A** is the correct answer.

13. If the numerical sequences 637.2081, 638.762, 637.2100, and 637.2019 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 637.2019, 637.2081, 637.2100, and 638.762. The underlined sequence is second; therefore, choice **B** is the correct answer.

14. If the numerical sequences 0.5661, 0.5992, 0.5562, and 0.5600 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 0.5562, 0.5600, 0.5661, and 0.5992. The underlined sequence is third; therefore, choice **C** is the correct answer.

15. If the numerical sequences 7258.58, 7258.09, 7258.12, and 7258.1 were arranged for numerical filing, the position of the underlined sequence would be
- A. first.
 - B. second.
 - C. third.
 - D. fourth.

ANSWER: The order would be 7258.09, 7258.1, 7258.12, and 7258.58. The underlined sequence is first; therefore, choice **A** is the correct answer.

Checking for Errors

INSTRUCTIONS: For questions 16-30, compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.

16.	<u>ORIGINAL</u>		<u>COPY</u>	
	Destination	Departure Time	Destination	Departure Time
	Miami FL	6:00 A.M.	Miami FL	6:00 A.M.
	Seattle WA	7:30 A.M.	Seatle WA	7:30 A.M.
	Chicago IL	8:00 A.M.	Chicago IL	8:00 A.M.

The number of errors in the **COPY** when compared to the **ORIGINAL** is

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following error can be found:

- In the COPY, "Seatle" should be spelled "Seattle" as shown in the ORIGINAL.

One error can be found; therefore, choice **A** is the correct answer.

25.	<p><u>ORIGINAL</u> Average Annual Precipitation, Selected Cities: Albuquerque NM 8.5 Burlington VT..... 34.0 Las Vegas NV 4.1 New York NY 46.7 Portland OR..... 37.5</p>	<p><u>COPY</u> Average Annual Precipitation, Selected Cities: Albuquerque NN 8.5 Burlington VT..... 34.0 Las Vegas NV 4.1 New York NY 46.6 Portland OR..... 37.5</p>
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The number of errors in the **COPY** when compared to the **ORIGINAL** is

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following two errors can be found:

- In the COPY, "NN" should be "NM" as shown in the ORIGINAL.
- In the COPY, "46.6" should be "46.7" as shown in the ORIGINAL.

Two errors can be found; therefore, choice **B** is the correct answer.

26. **ORIGINAL**

Average number of sunny days per year, selected cities:

Chicago IL	84
Columbus OH	72
Honolulu HI	90
Los Angeles CA	186
Miami FL	74

COPY

Average number of sunny days per year, seleccted cities:

Chicago IL.....	84
Columbus OH	72
Honolulu HI.....	90
Los Angeles CA.....	186
Miami FL.....	74

The number of errors in the **COPY** when compared to the **ORIGINAL** is

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following error can be found:

- In the COPY, "seleccted" should be spelled "selected" as shown in the ORIGINAL.

One error can be found; therefore, choice **A** is the correct answer.

27.	<p><u>ORIGINAL</u> U.S. Census Bureau 2002 Estimated Population Southern California Coastal Cities: Hermosa Beach..... 19,200 Long Beach473,100 Malibu 13,050 Manhattan Beach 35,500</p>	<p><u>COPY</u> U.S Census Bureau 2002 Estimated Population Southern California Costal Cities: Hermosa Beach 19,200 Long Beach 473,100 Malibu 13,000 Manhatan Beach..... 35,500</p>
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The number of errors in the **COPY** when compared to the **ORIGINAL** is

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following four errors can be found:

- In the COPY, a period should be placed after the "S" in "U.S." as shown in the ORIGINAL.
- In the COPY, "Costal" should be spelled "Coastal" as shown in the ORIGINAL.
- In the COPY, "13,000" should be "13,050" as shown in the ORIGINAL.
- In the COPY, "Manhatan" should be spelled "Manhattan" as shown in the ORIGINAL.

Four errors can be found; therefore, choice **D** is the correct answer.

30.	<u>ORIGINAL</u>		<u>COPY</u>	
	<u>Applicant</u>	<u>Interview Date</u>	<u>Applicant</u>	<u>Interview Date</u>
	Anderson, Alice	January 5, 2003	Andersen, Alice	January 5, 2003
	Chavez, Peter	January 6, 2003	Chaves, Peter	January 8, 2003
	Lee, David	January 6, 2003	Lee, David	January 6, 2003
	Rogers, Martha	January 3, 2003	Rogers, Martha	January 3, 2003

The number of errors in the **COPY** when compared to the **ORIGINAL** is

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following three errors can be found:

- In the COPY, "Andersen" should be spelled "Anderson" as shown in the ORIGINAL.
- In the COPY, "Chaves" should be spelled "Chavez" as shown in the ORIGINAL.
- In the COPY, "January 8, 2003" should be "January 6, 2003," as shown in the ORIGINAL.

Three errors can be found; therefore, choice **C** is the correct answer.