Clerical
Study Guide & Sample Test Questions
Version 2

Department of Human Resources
County of Los Angeles

Lisa M. Garrett, Director of Personnel
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 answers 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 Brian Josten, Francine Johnson, Frank Jones, and Mary Johnston 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 Francine Johnson, Mary Johnston, Frank Jones, and Brian Josten. The underlined name is first; therefore, choice A is the correct answer.

2. If the names John Marks, Janice Mark, Angela McCauley, and Jocelyn Miners 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 Janice Mark, John Marks, Angela McCauley, and Jocelyn Miners. The underlined name is second; therefore, choice B is the correct answer.
3. If the names Joan Park, Jake Pikes, Jackie Palms, and Jason Pice 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 Jackie Palms, Joan Park, Jason Pice, and Jake Pikes. The underlined name is third; therefore, choice C is the correct answer.

4. If the names Abigail Romero, Jonathan Ruben, Erica Ross, and George Rolen 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 George Rolen, Abigail Romero, Erica Ross, and Jonathan Ruben. The underlined name is third; therefore, choice C is the correct answer.

5. If the names Barbara Baker, Bruce Biggins, Bobby Boden, and Brian Bronsen 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 Baker, Bruce Biggins, Bobby Boden, and Brian Bronsen. The underlined name is second; therefore, choice B is the correct answer.
6. If the names Jeremy Gulden, Jason Gross, Jaime Gains, and James Gray 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 Jaime Gains, James Gray, Jason Gross, and Jeremy Gulden. The underlined name is first; therefore, choice A is the correct answer.

7. If the names Harold Williams, Haley Washington, Helen Wellington, and Howard Woo 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 Haley Washington, Helen Wellington, Harold Williams, and Howard Woo. The underlined name is third; therefore, choice C is the correct answer.

8. If the numerical sequences 6.259, 0.62958, 62.258, and 6.258963 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 0.62958, 6.258963, 6.259, and 62.258. The underlined sequence is fourth; therefore, choice D is the correct answer.
9. If the numerical sequences 7.215, 72.15, 721.5, and 7.251 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 7.215, 7.251, 72.15, and 721.5. The underlined sequence is second; therefore, choice **B** is the correct answer.

10. If the numerical sequences 23.25698, 232.2564, 2.32568, and 0.2351 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 0.2351, 2.32568, 23.25698, and 232.2564. The underlined sequence is fourth; therefore, choice **D** is the correct answer.

11. If the numerical sequences 859.265, 8.59632, 85.2369, and 859652 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 8.59632, 85.2369, 859.265, and 859652. The underlined sequence is first; therefore, choice **A** is the correct answer.
12. If the numerical sequences 1.9978, 199.789, 19.9789, and 1997.89 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 1.9978, 19.9789, 199.789, and 1997.89. The underlined sequence is fourth; therefore, choice D is the correct answer.

13. If the numerical sequences 5.1268, 51.263, 551.258, and 55.258 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 5.1268, 51.263, 55.258, and 551.258. The underlined sequence is fourth; therefore, choice D is the correct answer.

14. If the numerical sequences 658.963, 6.5268, 6.5269, and 65.259 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 6.5268, 6.5269, 65.259, and 658.963. The underlined sequence is second therefore; choice B is the correct answer.
15. If the numerical sequences 78.645, 78.653, 79.100, and 7.8645 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 7.8645, 78.645, 78.653, and 79.100. The underlined sequence is third therefore; choice C 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. **ORIGINAL**
   Mr. Erin Williams
   32109 North 23rd Street
   Gardena CA 90228

   **COPY**
   Mrs. Erin Williams
   32109 North 223rd Street
   Gardena CA 90248

   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, “Mrs.” should be “Mr.” as shown in the ORIGINAL.
- In the COPY, “223rd” should be “23rd” as shown in the ORIGINAL.
- In the COPY, “90248” should be “90228” as shown in the ORIGINAL.

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

Yearly Staff Totals:
- 1990 .......................123
- 1991 .......................119
- 1992 .......................124
- 1993 .......................120
- 1994 .......................121
- 1995 .......................111
- 1996 .......................126

**COPY**

Yearly Staff Total:
- 1990 .......................123
- 1991 .......................119
- 1992 .......................124
- 1993 .......................122
- 1994 .......................121
- 1995 .......................111
- 1996 .......................136

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, “Staf” should be “Staff” as shown in the ORIGINAL.
- In the COPY, “Total” should be “Totals” as shown in the ORIGINAL.
- In the COPY, “122” should be “120” as shown in the ORIGINAL.
- In the COPY, “136” should be “126” as shown in the ORIGINAL.

Four errors can be found; therefore, choice D is the correct answer.
18. **ORIGINAL**
   TABLE OF CONTENTS
   INTRODUCTION ............1
   AUDITING ...................... 5
   INCOME TAX ...............25
   BUDGETING .................43
   BOOKKEEPING ............102
   INDEX ....................163

   **COPY**
   TABLE OF CONTENTS
   INTRODUCTION ............1
   AUDITING ...................... 5
   INCOME TAX ...............25
   BUDGETING .................43
   BOOKKEEPING ............102
   INDEX ....................163

   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**, no errors can be found.

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

19. **ORIGINAL**
   Mr. Ronald Richardson
   2012 Clay Blvd.
   Los Angeles CA 90012

   **COPY**
   Mr. Ronold Richardson
   2012 Clay Blvd
   Los Angeles CA 90002

   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**, “Ronold” should be spelled “Ronald” as shown in the **ORIGINAL**.
   - In the **COPY**, a period should be inserted after “Blvd” as shown in the **ORIGINAL**.
   - In the **COPY**, “90002” should be “90012” as shown in the **ORIGINAL**.

   Three errors can be found; therefore, choice **C** is the correct answer.
20. **ORIGINAL**
Beverly Johnson
58963 Willow Avenue
Torrance CA 90501

**COPY**
Beverly Johnson
58863 Willow Avenue
Torrance CA 90501

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**, “58863” should be “58963” as shown in the **ORIGINAL**.

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

21. **ORIGINAL**
Marcus A. Johanssen
21221 So Sequoia Lane
Alhambra CA 91801

**COPY**
Marcus A Johanssen
21221 S Sequoia Lane
Alambra CA 91801

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**, a period should be inserted after the middle initial “A.” as shown in the **ORIGINAL**.
- In the **COPY**, “S” should be “So” as shown in the **ORIGINAL**.
- In the **COPY**, “Alambra” should be spelled “Alhambra” as shown in the **ORIGINAL**.

Three errors can be found; therefore, choice **C** is the correct answer.
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, “Accen” should be spelled “Acsen” as shown in the ORIGINAL.
- In the COPY, “8757” should be “8758” as shown in the ORIGINAL.
- In the COPY, “B” should be underlined, as shown in the ORIGINAL.

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

*INTERVIEW SIGN-IN SHEET*

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkins, Marrise</td>
<td>____________</td>
</tr>
<tr>
<td>Bass, John</td>
<td>____________</td>
</tr>
<tr>
<td>Boden, Matthew</td>
<td>____________</td>
</tr>
<tr>
<td>Cortez, Emily</td>
<td>____________</td>
</tr>
<tr>
<td>Do, Kathrine</td>
<td>____________</td>
</tr>
</tbody>
</table>

**COPY**

*INTERVIEW SIGN-IN SHEET*

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</tr>
<tr>
<td>Do, Kathrine</td>
<td>____________</td>
</tr>
</tbody>
</table>

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**, “Mathew” should be spelled “Matthew” as shown in the **ORIGINAL**.

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

24. **ORIGINAL**

Jacob Patterson
14700 East 223rd Street
Carson CA 90746

**COPY**

Jacob Paterson
14700 East 223rd Street
Carson CA 90745

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**, “Paterson” should be spelled “Patterson” as shown in the **ORIGINAL**.
- In the **COPY**, the figure “90745” should be “90746” as shown in the **ORIGINAL**.

Two errors can be found; therefore, choice B is the correct answer.
25. **ORIGINAL**
   Estimated Cost per Year:
   2003 .................$123,548
   2004 .................$121,295
   2005 .................$148,587

   **COPY**
   Estimated Cost per Year:
   2003 .................$123,548
   2004 .................$121,295
   2005 .................$148,587

   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**, no errors can be found.

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

26. **ORIGINAL**
   Emanuel Hernandez
   2121 Overland Ave.
   Wilmington CA 90744

   **COPY**
   Emanuel Hernandez
   2122 Overland Ave.
   Wilmington CA 90744

   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**, “2122” should be “2121” as shown in the **ORIGINAL**.

   One error can be found; therefore, choice **A** is the correct answer.
27. **ORIGINAL**
Darrell Montgomery
62 East Jasmine Lane
San Diego CA 92173

**COPY**
Darrel Montgomery
62 East Jasmine Lane
San Diego CA 92173

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**, “Darrel” should be spelled “Darrell” as shown in the **ORIGINAL**.

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

28. **ORIGINAL**
Holly Mason
31331 Moon River Dr.
Hollywood CA 90038

**COPY**
Holly Mason
31131 Moon River Dr
Hollywood CA 90038

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**, “31131” should be “31331” as shown in the **ORIGINAL**.
- In the **COPY**, a period should be inserted after “Dr.” as shown in the **ORIGINAL**.

Two errors can be found; therefore, choice B is the correct answer.
29. **ORIGINAL**
   Maria Lopez
   14758 Elm Street
   Long Beach, CA 90815

   **COPY**
   Marie Lopez
   14758 Elm Street
   Long Beach, CA 90815

   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**, “Marie” should be spelled “Maria” as shown in the **ORIGINAL**.
   - In the **COPY**, the period after “Long Beach” should be a comma as shown in the **ORIGINAL**.

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

30. **ORIGINAL**
   Mr. and Mrs. Eugene Smith
   125 Wilmington St.
   Seattle, WA 98106

   **COPY**
   Mr. and Mrs. Eugene Smith
   125 Wilmington St.
   Seattle, WA 98106

   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**, no errors can be found.

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