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We have compiled a list of topics that are included in clerk typist tests:

- Typing speed - The ability to type fast, measured in words typed per minute
- Spelling and Grammar
- An appropriate use of language
- Alphabetizing
- Filing material in alphabetic order
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The sample questions

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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

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presented with a group of words and asked which one is spelled correctly.

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