

## Civil Service Exam Clerical Operations Questions:

1. Which department of an office is responsible for hiring new personnel?

1. Office of the President
2. Accounting Department
3. Logistic and Supply
4. Human Resource Department

2. Which computer program should you go if you want to email a company?

1. Word
2. Excel
3. Outlook
4. Powerpoint

3. This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.

1. Photocopying Machine
2. Fax Machine
3. Typewriter
4. Inkjet Printer

4. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the \_\_\_\_\_.

1. Auditor
2. Treasurer
3. Chief Executive Officer
4. Manager

5. Which department of a company is responsible for cash register operations and payment processing?

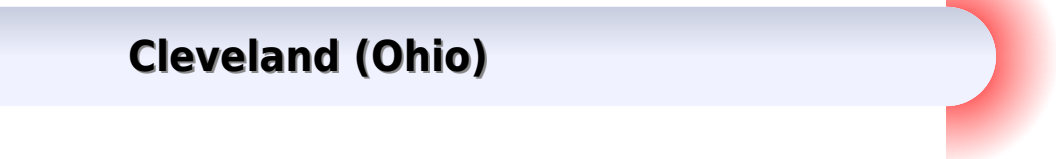
1. Cashier
2. Billing
3. Accounting
4. Budget

6. What is the correct filing arrangement for the following names?

- |    |                   |         |    |
|----|-------------------|---------|----|
| 1. | Angeles,          | Mario   | P. |
| 2. | Angeles,          | Maricel | P. |
| 3. | Angeles,          | Marissa | P. |
| 4. | Angeles, Maria P. |         |    |

# Civil Service Exam For Library Clerk 2

**Cleveland (Ohio)**



## Civil Service Exam For Library Clerk 2:

*Report of the United States Civil-Service Commission* United States Civil Service Commission,1897      *Annual Report of the Civil Service Commissioners of the City of Chicago* Chicago (Ill.). Civil Service Commission,1912      Laws of the State of New York New York (State),1949      **The City Record** Cleveland (Ohio),1916      Subject Index of the Modern Works Added to the British Museum Library ,1906      *Public Personnel Studies* ,1926      **Subject Index of the Modern Works Added to the Library of the British Museum in the Years ...** British Museum,1902      **Documents of the Senate of the State of New York** New York (State). Legislature. Senate,1917      *Library Journal* Melvil Dewey,Richard Rogers Bowker,L. Pylodet,Charles Ammi Cutter,Bertine Emma Weston,Karl Brown,Helen E. Wessells,1921 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately      **New Public Personnel Studies** ,1929

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