Clerical Processes Practice Test
Welcome
Thank you for your interest in employment with Stanislaus County. This booklet is designed to familiarize and assist you with preparing for County tests containing multiple-choice items. The sample questions provided in this study guide are intended to give you an idea of the kinds of questions 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, Stanislaus County takes steps to ensure that our exam content is job-related. We conduct studies to determine the knowledge, skill, 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. Testing applicants for jobs provides us with an objective and cost-effective means to assess the qualifications of our applicants.

How should I prepare for the Written Test?
To prepare for the written test, you should study the concepts assessed in each section. It is likely that there will be several sections to the written test in addition to the one covered in this booklet; thus, it is in your benefit to carefully read the job bulletin to determine the knowledge, skills, and ability areas the written test will cover. In addition, it is important that you read the entire written test notice for the location and time of the written test as well as for parking instructions and other important information. Pay special attention to whether testing aids/materials such as hand-held calculators are allowed in the written test. If the test notice indicates that testing aids/materials are allowed, then you are strongly advised to bring these with you, as there may not be enough to provide one for everybody. On test day, it is recommended that you arrive 15 minutes prior to the test’s starting time, wear comfortable clothes, 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.

Note: Please check the County website for instructions on how to submit disability accommodation requests, such as readers or interpreters. 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 don’t know the answer to a problem, it is usually best to skip it and move on to the others. Note that on most County test, 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 to be 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.

Disclaimer
Though this guide presents useful and practical information on this subject area, there is no guarantee that someone who reads this guide will be able to perform better on a County examination. By merely using this guide, you consent to understanding and agreeing with this disclaimer.

Stanislaus County wishes you the best of luck in your career endeavors.


**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

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

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

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

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

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

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
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

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

11. If the numerical sequences 4.54, 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

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
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

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

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
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  Destination  Departure Time
   Miami FL  6:00 A.M.
   Seattle WA  7:30 A.M.
   Chicago IL  8:00 A.M.

       Copy  Destination  Departure Time
       Miami FL  6:00 A.M.
       Seattle WA  7:30 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

17. Original
   Mr. Roland Thomas
   4588 South Imperial Highway
   Modesto CA 95354

       Copy
       Mr. Roeland Thomas
       4568 South Imperial Highway
       Modesto CA 95354

The number of errors in the Copy when compared to the Original is...

A. one
B. two
C. three
D. none of these
18. The number of errors in the **Copy** when compared to the **Original** is...

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

<table>
<thead>
<tr>
<th>Original</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>Order Date</td>
<td>Order Date</td>
</tr>
<tr>
<td>125400-1212</td>
<td>125400-1212</td>
</tr>
<tr>
<td>12/02/2000</td>
<td>12/02/2000</td>
</tr>
<tr>
<td>458465-2220</td>
<td>458465-2220</td>
</tr>
<tr>
<td>353575-5501</td>
<td>353575-5551</td>
</tr>
<tr>
<td>01/22/2002</td>
<td>01/22/2002</td>
</tr>
<tr>
<td>848848-7689</td>
<td>848848-7689</td>
</tr>
<tr>
<td>05/07/2002</td>
<td>05/07/2002</td>
</tr>
</tbody>
</table>

19. The number of errors in the **Copy** when compared to the **Original** is...

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

**Original**  
Mr. Steve Michaels  
512 Pacific coast Highway  
Malibu CA 91195

**Copy**  
Mr. Stevie Michaels  
512 Pacific coast Highway  
Malibu CA 91195
20. **Original**
Thomas, S. 211 S. Pine St., Arcadia
Torres, P. 1846 Oak Ave., Downey
Barkley, K. 801 Gladys Way, Cerritos

**Copy**
Tomas, S. 11 S. Pine St., Arcadia
Torres, P. 1866 Oak Ave., Downey
Barkley, K. 801 Gladis Way, Cerritos

The number of errors in the **Copy** when compared to the **Original** is...

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

21. **Original**
Leung, R. 111 Aspen Way, Ontario
Ramos, P. 985 Corey St., Alhambra
White, T. 588 West 3rd St., Lynwood

**Copy**
Leung, R. 111 Aspen Way, Ontario
Ramos, P. 985 Corey St., Alhambra
White, T. 588 West 3rd St., Lynwood

The number of errors in the **Copy** when compared to the **Original** is...

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

22. **Original**
*Item No.* | *Order No.*  
--- | ---  
1 in nail | 12588-12154  
2 1/4 in nail | 12588-12155  
2 in screw | 13225-85000  
1 1/2 in screw | 13225-84878  
1 3/4 in screw | 13225-84879

**Copy**
*Item No.* | *Order No.*  
--- | ---  
1 in nail | 12588-12154  
2 1/4 in nail | 12588-15155  
2 in screw | 13225-85900  
1 1/2 in screw | 13225-84878  
1 3/4 in screw | 13225-84879

The number of errors in the **Copy** when compared to the **Original** is...

A. one  
B. two  
C. three  
D. none of these
23. **Original**
Ms. Mary Martinez  
13258 West Sorensen Way,  
Apt. 12B  
Montebello CA 90640  

**Copy**
Ms. Mary Martinez  
13258 West Sorensen Way  
Apt. 12D  
Montebello CA 90640  

The number of errors in the **Copy** when compared to the **Original** is...

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

24. **Original**
All Urban Customers,  
1996 157.5  
1997 160.0  
1998 162.3  

**Copy**
All Urban consumers  
1996 157.5  
1997 160.0  
1998 162.8  

The number of errors in the **Copy** when compared to the **Original** is...

A. one  
B. two  
C. three  
D. none of these
25. **Original**  
Average Annual Precipitation,  
Selected Cities:  
Albuquerque NM 8.5  
Burlington VT 34.0  
Las Vegas NV 4.1  
New York NY 46.1  
Portland OR 37.5  

**Copy**  
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

The number of errors in the **Copy** when compared to the **Original** is...

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

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, selected 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
27. **Original**
U.S. Census Bureau
2002 Estimated Population
Southern California Coastal Cities:
- Hermosa Beach: 19,200
- Long Beach: 473,100
- Malibu: 13,050
- Manhattan Beach: 35,500

**Copy**
U.S Census Bureau
2002 Estimated Population
Southern California Coastal Cities:
- Hermosa Beach: 19,200
- Long Beach: 473,100
- Malibu: 13,000
- Manhattan Beach: 35,500

The number of errors in the Copy when compared to the Original is...
A. one
B. two
C. three
D. none of these

28. **Original**
Mr. Emeril Legassi
4258 Roxbury Drive, Suite 102
Beverly Hills, CA 90210

**Copy**
Mr. Emeril Legasi
4218 Roxbury Drive, Suite 102
Beverly Hills, CA 90210

The number of errors in the Copy when compared to the Original is...
A. one
B. two
C. three
D. none of these

29. **Original**
Employee Name | Phone No.
--- | ---
Long, N. | (323) 568-2521
Nguyen, Q. | (562) 741-4584
Petrie, C. | (310) 323-6255
Sanchez, V. | (310) 362-9545

**Copy**
Employee Name | Phone No.
--- | ---
Long, N. | (323) 588-2521
Nguyen, Q. | (562) 741-4584
Petrie, C. | (310) 323-6255
Sanchez, V. | (310) 362-9545

The number of errors in the Copy when compared to the Original is...
A. one
B. two
C. three
D. none of these
The number of errors in the Copy when compared to the Original is...

A. one
B. two
C. three
D. none of these
Answers and Explanations to Sample Questions

1. **Correct Answer: C**
The order would be Silvia Campos, Pedro Castaneda, **Humberto Castillo**, and Norma Cortez. The underlined name is third.

2. **Correct Answer: A**
The order would be **Tom Lee**, Steve Leung, Sara Lewis, and Mary Lopez. The underlined name is first.

3. **Correct Answer: B**
The order would be Barbara Mackey, **Marie Martinez**, Steve Mayer, and Alan Mayfield. The underlined name is second.

4. **Correct Answer: B**
The order would be Lionel Chandler, **Lillian Chang**, Lin Chase, and Linda Chavez. The underlined name would be second.

5. **Correct Answer: C**
The order would be Eric Ramos, Charlotte Ramsey, **Mark Reagan**, and Elisa Regalado. The underlined name is third.

6. **Correct Answer: C**
The order would be John Williams, Robert Williamson, **Debra Willis**, and Anthony Wilson. The underlined name is third.

7. **Correct Answer: D**
The order would be Sandra Davis, Larry Dees, Teresa Diaz, and **Kathy Donaldson**. The underlined name is fourth.

8. **Correct Answer: A**
The order would be **Robert Emerson**, Anthony Estrada, Debra Evans, and Mark Everett. The underlined name is first.

9. **Correct Answer: C**
The order would be 0.51274, 5.45879, **51.56847**, and 522.2849. The underlined sequence is third; therefore.

10. **Correct Answer: D**
The order would be 3.89456, 31.9659, 326.151, and **389452**. The underlined sequence is fourth; therefore.

11. **Correct Answer: B**
The order would be 4.5399, **4.548**, 4.5482, and 4.5521. The underlined sequence is second.

12. **Correct Answer: A**
The order would be **10.0026**, 10.01, 10.0126, and 10.016. The underlined sequence is first.
13. Correct Answer: B
   The order would be 637.2019, 637.2081, 637.2100, and 638.762. The underlined sequence is second.

14. Correct Answer: C
   The order would be 0.5562, 0.5600, 0.5661, and 0.5992. The underlined sequence is third.

15. Correct Answer: A
   The order would be 7258.09, 7258.1, 7258.12, and 7258.58. The underlined sequence is first.

16. Correct Answer: A
   When comparing the Copy to the Original, the following errors can be found:
   ✓ In the Copy, “Seatle” should be spelled “Seattle” as shown in the Original

17. Correct Answer: B
   When comparing the Copy to the Original, the following two errors can be found:
   ✓ In the Copy, “Roeland” should be spelled “roland” as shown in the Original
   ✓ In the Copy “4568” should be “4588” as shown in the Original

18. Correct Answer: B
   When comparing the Copy to the Original, the following two errors can be found:
   ✓ In the Copy, “353575-5551” should be “353575-5501” as shown in the Original
   ✓ In the Copy, “848848-7689” should be “848888-7689” as shown in the Original

19. Correct Answer: A
   When comparing the Copy to the Original, the following error can be found:
   ✓ In the Copy, “Stevie” should be spelled “Steve” as shown in the Original

20. Correct Answer: D
   When comparing the Copy to the Original, the following four errors can be found:
   ✓ In the Copy “Tomas” should be spelled “Thomas” as shown in the Original.
   ✓ In the Copy “11” should be “211” as shown in the Original
   ✓ In the Copy “18668 Oak Ave.” should be “18468 Oak Ave.” as shown in the Original
   ✓ In the Copy “Gladys Way” should be spelled “Gladys Way” as shown in the Original

21. Correct Answer: D
   When comparing the Copy to the Original, no errors can be found.

22. Correct Answer: B
   When comparing the Copy to the Original, the following two errors can be found:
   ✓ In the Copy, “13225-85900” should be “13225-85000” as shown in the Original
   ✓ In the Copy “1 1/4 in screw” should be “1 3/4 in screw” as shown in the Original

23. Correct Answer: B
   When comparing the Copy to the Original, the following two errors can be found:
   ✓ In the Copy, a comma should be placed after “Way” as shown in the Original
   ✓ In the Copy, “12D” should be “12B” as shown in the Original
24. **Correct Answer: C**  
When comparing the Copy to the Original, the following three errors can be found:  
✓ In the Copy, “Urben” should be spelled “Urban” as shown in the Original  
✓ In the Copy, a comma should be inserted after “consumers” as shown in the Original  
✓ In the Copy, “162.8” should be “162.3” as shown in the Original

25. **Correct Answer: B**  
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

26. **Correct Answer: A**  
When comparing the Copy to the Original, the following error can be found:  
In the Copy, “selected” should be spelled “selected” as shown in the Original

27. **Correct Answer: D**  
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

28. **Correct Answer: B**  
When comparing the Copy to the Original, the following two errors can be found:  
✓ In the Copy, “Legasi” should be spelled “Legassi” as shown in the Original  
✓ In the Copy, “4218” should be “4258” as shown in the Original

29. **Correct Answer: A**  
When comparing the Copy to the Original, the following error can be found:  
✓ In the Copy, “(323) 588-2521” should be “(323) 568-2521” as shown in the Original

30. **Correct Answer: C**  
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