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Court Office Assistant: Tropea, Angelo: 9781496190062

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Office Assistant Study Guide - State of California

Successful applicants on the open-competitive Civil Service exam are placed on a ranked eligibility list and are also eligible to be placed on the Registry of Per Diem Court Interpreters for Spanish. The current Court Interpreter (Spanish) list was established March 22, 2019. For more information, go to Office of Language Access

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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

Clerical Study Guide & Sample Test Questions

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Court Assistant Exam

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administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants may also work in courts of every jurisdiction as part clerks in

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NYS Unified Court System Office of Language Access (OLA)
Division of Professional and Court Services 25 Beaver St, 8th floor New York, NY 10004. Upon receipt of your Passing Notice (for eligible list # 45-788), the Office of Language Access (OLA) will send you additional information on the fingerprinting process and requirements.

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