



## Master the Clerical Exams (6th)

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By John J Niesz

Peterson's Guides,U.S. Paperback / softback. Book Condition: new. BRAND NEW, Master the Clerical Exams (6th), John J Niesz, Clerical workers hold approximately 3.2 million jobs in the United States, according to the Bureau of Labor Statistics \*Peterson's Master the Clerical Exams provides test preparation for those seeking public-and private-sector clerical positions. This essential test-prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal, state and local governments; an overview of the civil service test-taking process; and subject reviews of all test areas.



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