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determined to be important to the performance of the tasks of a Police Administrative Aide. Task areas to be tested are as follows: Maintaining records and logs, performing clerical duties such as filing and printing, reviewing agency reports and documents, checking and verifying information, calculating numbers,

Exam No. 0141 - Page 3 - New York City

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Study Guide examples and explanations made available through assessment centers, you can gain familiarity with the format of the test as well as many of the common administrative assistant exam questions and answers – well before taking the exam.

Civil Service Administrative Assistant  
Exam Preparation ...

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## FUTURE REFERENCE

The Department of Citywide Administrative Services established a 530-name list for Senior Police Administrative Aide on Mar. 18, 2020. The list is based on Exam 9515, which was recently held. Readers should note that eligible lists change over their four-year life as candidates are added, removed, reinstated, or rescored.

## Senior Police Administrative Aide List Established | Lists ...

This test depicts how an administrative assistant will handle the job and situation. A thorough understanding of math, grammar, logical reasoning and English linguistics is a must. The test can also check the candidate ' s written comprehension skills, and their ability

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Competitive Associate Transit

Customer Service Specialist: 1215 QIE:

City Planner 1112 Open Competitive

City Planner (Prom) 1501 Promotion

## Annual Examination Schedule

Through June 30, 2020

All eligible lists which were originally scheduled to terminate between March 16, 2020 and December 31, 2020 will be extended by one year. In addition, all eligible lists for exams for Police Officer, Police Communications Technician, Traffic Enforcement Agent and School Safety Agent which are scheduled to terminate between January 1, 2021 and December 31, 2021 will be extended by one year.

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**Study Guide** test, test your knowledge before you sit for the real Administrative exams by taking this practice examination.

## Free Online Administrative Exam Practice Quiz

To prepare for the Office Assistant (General) & (Typing) written examination, you should study the content assessed in each section of the test. On the examination day, it is strongly recommended that you arrive 15 minutes prior to the examination starting time, and make sure you are well rested.

## Office Assistant Study Guide

Situational judgment assessments are part of many civil service tests such as police and firefighting exams. Specific Aptitude Areas Assessments: This

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Study Guide type of civil service test question evaluates specific areas of your aptitude. For instance, suppose you apply for an administrative assistant position.

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Police Officer Power Cable Maintainer  
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to prepare for the NYS police test. ...

The Department of Citywide Administrative Services provides civil service exams for NYC agencies. The DCAS exams test skills needed for specific job titles.

NYC Civil Service Exams 2020

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2020 Exam Schedule from DCAS'

Website Tentative Exam Schedule

Through June 30, 2020 Page 4 of 8 .

Exam Title Exam No. Application

Period Start Date ... Police

Administrative Aide . 0141 12/3/2019

12/23/2019. Open Competitive Police

Attendant . 0146 11/6/2019

11/26/2019 . Open Competitive

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Multiple-Choice Test - 100%/

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344 replies DCAS NYC Administrative  
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Aide exam 2039, New York City, 2  
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