



Mt. Diablo Unified School District

SAMPLE TEST

for all
SECRETARIAL / CLERICAL positions

- In most cases, test will begin with a five-minute timed typing test. You must pass this test to continue to the next step, which is the written test. If you do not pass the timed typing test, you will be excused.
- The following questions are representative of the types of questions asked on our clerical tests. The degree of difficulty, and areas tested, will vary depending on the job description.
- Following the written test most positions require typing an unstructured business letter and/or composition of a memo. Depending on the position, additional computer exercises may be required.

SPELLING

Spelling is dictated orally at the time of testing. The spelling test will consist of several sentences. Each sentence will contain a blank space. You will write in the word as it is dictated.

Example: A _____ was formed to decorate the multi-use room at the high school for the upcoming dance.

Word dictated: committee

MATH

(Calculators may be used on this section, but will not be provided.)

Directions: Compute the following problems and write your answers on the separate answer sheet.

1.
$$\begin{array}{r} 53 \\ + 25 \\ \hline \end{array}$$

2.
$$\begin{array}{r} 3,218,197 \\ - 870,347 \\ \hline \end{array}$$

3.
$$\begin{array}{r} 40.0 \\ \times 1.30 \\ \hline \end{array}$$

4.
$$\begin{array}{r} \underline{\hspace{2cm}} \\ 20 \overline{) 15} \end{array}$$

5. $3\% \text{ of } 40 =$

6. Clayton Valley Elementary School's test scores were as follows: 30, 25, 15, 20, 10, 15 and 25. What is the average test score?
7. Write the following number with commas appropriately inserted:
Seven hundred twenty-three thousand six hundred six.
8. Round off 549.67 to the nearest whole number.

GRAMMAR

Directions: For each sentence, choose the correct pronoun from those given in parentheses and write your answer on the separate answer sheet.

1. (We, Us) students wish to submit a petition.
2. Give the prize to (whoever, whomever) submits the first correct entry.
3. Mr. Jones and (I, me, myself) are going to be on a panel to discuss numerical filing.

Directions: In the following items, select the sentence which represents the best English usage. Write your answer on the separate answer sheet.

4.
 - A. She can do the job much more easily than them.
 - B. She can do the job much more easy than them.
 - C. She can do the job much more easily than they.
 - D. She can do the job much more easy than they.

5.
 - A. This is entirely between you and he.
 - B. That is completely between you and he.
 - C. This is between you and him.
 - D. This is between he and you.

6.
 - A. Neither the first nor the second copy was correct.
 - B. Neither the first or the second copy was correct.
 - C. Neither the first nor the second copy were correct.
 - D. Neither the first or the second copy were correct.

FILING

Two types of filing tests are used for clerical testing. Samples of both tests are as follows:

TEST NO. 1

1. **Richard L. Allen** would be filed between:
 - A. Robert Allen and Stephen Allen
 - B. Paul Allan and Thomas Allan
 - C. Rex Allen and Richard M. Allen
 - D. Peter Allen and Rich Allen
 - E. Rick Allen and Ronald Allen

2. **M. H. Brown** would be filed between
 - A. N. A. Brown and T. R. Brown
 - B. Morris E. Brown and Nicholas Brown
 - C. M. J. Brown and William Brown
 - D. David G. Brown and M. G. Brown
 - E. Donald G. Brown and Paul Brown

3. **Jerry Eichler** would be filed between
 - A. John Eichler and Lee Eichler
 - B. B. M. Eicher and Thomas Eicher
 - C. K. R. Eichler and R. D. Eichler
 - D. George Eicher and Leonard Eicher
 - E. Eugene Eicher and Kenneth Eichler

TEST NO. 2

Think of the list of names in the right-hand column as folders in a file drawer. Indicate AFTER which name in the right-hand column each of the names in the left-hand column would be filed.

Example:

- | | | | |
|-------|---------------------|----|----------------------|
| _____ | Laurence M. Courson | 1. | Courson, L. L. |
| | | 2. | Courson, L. M. |
| | | 3. | Courson, Laurence H. |
| | | 4. | Courson, Lawrence H. |
| | | 5. | Courson, Martin |
| _____ | J.S. Rosatti | 1. | Rosati, J. B. |
| | | 2. | Rosati, J. Samuel |
| | | 3. | Rosatti, J. Roberto |
| | | 4. | Rosatti, J. Samuel |
| | | 5. | Rosatti, J. T. |

NAME CHECKING

Directions: Count the number of identical pairs of names in each group and write the number of such pairs on the separate answer sheet.

Example: Market Basker - Market Basket Inc. Answer: 1
 Wm. E. Hillmer - Wm. E. Hillmer
 B. J. Ossenbeck - H. J. Ossenbeck
 Cindy Peckham - Cindy Peckman

1. Giacinto Orasatti - Biancinto Orsatti
 R. Orschanski - R. P. Orchanski
 P. R. Shaheen - P. R. Shahien
 Alberta R. Alpern - Alberta R. Alperin

2. Edith Orwig - Ethel Orwig
 J. J. O’Ryan - J. J. O’Ryan
 J. K. Brodegaard - J. K. Brodegaard
 Berdie Osborn - Berdie Osborn

3. M. B. Ostoich - M. B. Ostoich
 Andrew Morauek - Andrew Morauec
 Natalie Linden - Natalie Linden
 O. B. Oechsli - A. B. Oechsel

NUMBER CHECKING

Directions: Count the number of identical pairs of numbers in each group and write the number of such pairs on the separate answer sheet.

Example: 9927382 - 9927382 Answer: 4
 15672839 - 15672839
 3678892 - 3678902
 87263543 - 87263543
 5572867 - 5572867

1. 32456 - 30456
 11189 - 11198
 26 - 26
 4525 - 4255
 23 - 32

2. 126427 - 124637
 5994 - 5991
 4512845 - 4512845
 3989 - 3988
 74 - 74

3. 30041 - 30014
 559 - 557
 2680 - 2860
 634577 - 634577
 7889 - 7889

Secretarial / Clerical Sample Test

ANSWERS

<u>MATH</u>	<u>GRAMMAR</u>	<u>FILING</u>	<u>NAME CHECKING</u>	<u>NUMBER CHECKING</u>
1. 78	1. We	<i>Test No. 1</i>	1. 0	1. 1
2. 2,347,850	2. whomever	1. C	2. 2	2. 2
3. 52	3. I	2. E	3. 2	3. 2
4. .75	4. C	3. E		
5. 1.20	5. C			
6. 20	6. A	<i>Test No. 2</i>		
7. 723,606		<u>3</u> Courson, Laurence H		
8. 550		<u>3</u> J. S. Rosatti		