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Sample Proofreading Test. Please mark and correct the errors in the sample memo below. MEMO. DATE: July 14 2012. TO: Stephen Randall, General manager.

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in clerical skills through a series of clerical tests administered by the Division of administered on a personal computer (PC), in order to be eligible to take the.

**Sample Clerical Skills Math Test**

Sample Clerical Skills Math Test. 1. Bill missed three days of work in February because of an illness and he took four days off. disability insurance coverage.

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the tests, sample test questions, strategies to use while taking the tests, and The Meter Reader test battery consists of two tests: Using Tables and Coding.