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**Machine Serial Number Location**



#### Locations of Sampling Points Relative to

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**Liying Dong**



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web use the administrative assistant clerical test to screen your administrative candidates for routine office skills and clerical  
procedures before you invest time and money to train a new employee test your applicants for skills like grammar spelling  
filing company fit this test provides the answers you need to make informed hiring

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web all employees of the city of chicago must demonstrate commitment to and compliance with applicable state and federal  
laws and city ordinances and rules the city s ethics standards and other city policies and procedures the city of chicago will  
consider equivalent foreign degrees accreditations and credentials in evaluating qualifications

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web if a written federal civil service clerical test is required it will consist of two parts clerical aptitude and verbal abilities to  
pass the written test applicants must make a minimum score of 33 on the verbal abilities and a minimum combined total  
score of 80 on both the clerical and verbal parts a score of 80 converts to a numerical

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web class title police administrative clerk page 2 of 3 assists in the training of new personnel note the list of essential duties  
is not intended to be inclusive there may be other duties that are essential to particular positions within the class minimum  
qualifications education training and experience