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Office Technician (General & Typing)

Examination Study Guide 9 ANSWER KEY

ARITHMETIC QUESTIONS 1. To determine how much Lydia will earn if she works 15 hours, you must first determine her hourly rate. Step 1: Multiply (2) shift \times (4) hours = 8. Lydia earned \$120 for 8 hours of work. Step 2: Divide $\$120 \div 8 = 15$. Lydia earns \$15 an hour.

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Multiply (2) shift \times (4) hours = 8. Lydia

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earned \$120 for 8 hours of work. Step 2:
Divide $\$120 \div 8 = 15$. Lydia earns \$15 an hour.
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advanced office position that regularly
performs a variety of the most difficult
duties and is expected to consistently
exercise a high degree of initiative,
independence and originality in performing

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*California Office Technician Practice Tests -
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Office Assistant, Range B. OR 2 Experience: Two years of clerical experience. [Academic education above the twelfth

Office Technician (General) - State of California

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<https://jobs.ca.gov/jobsgen/4PB24SG.pdf>. It's really the same types of questions, just more of them. Basic business math, percentages, ratios, language and grammar, and reading comprehension. The test is administered by the state. The link to take the test is in this OT bulletin:

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