



HRRM Clerical Skills Test

This is a General Clerical Skills Test used countywide for applicants interested in obtaining a **Clerical or Administrative Support** position at Harris County

The test assesses candidate's grammar, spelling, vocabulary and filing skills, and typing speed and accuracy.

- The **Minimum Passing Score** varies as departments have different requirements, please refer to the individual job posting to determine the minimum passing score.
- This test can be taken once every 30 days and scores are valid for 6 months.
- For positions requiring this test, Human Resources will consider the candidate's current scores available at the time the application(s) are being screened.

Harris County Clerical Test Prep

Clemens Wendtner



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