



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

Library of Congress. Copyright Office



Harris County Clerical Test Prep:

Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office,1956 Includes Part 1 Number 2 Books and Pamphlets Including Serials and Contributions to Periodicals July December **Resources in Education** ,1998

Handbook of Human Resources Management in Government Stephen E. Condrey,2005-04-18 In this thoroughly updated edition of a classic reference Stephen E Condrey brings together leading experts in public administration and HR management to detail how you can Move beyond your often limited problem solving role as an HR manager and demonstrate how you can play a more strategic role in your organization Deal with crucial issues such as diversity EEO regulations and other legal issues compensation sexual harassment and performance appraisal Expand your ability to maximize productivity efficiency and employee satisfaction Develop budgets use volunteers and employ consultants Also included with purchase is a free supplemental on line Instructor s Manual Order your copy now **Books and Pamphlets, Including Serials and Contributions to Periodicals** Library of Congress. Copyright Office,1964-07 **West's Federal Practice Digest 4th** ,2002

Locate federal cases decided in the U S Supreme Court Court of Appeals district courts Claims Court bankruptcy courts Court of Military Appeals the Courts of Military Review and other federal courts This Key Number Digest contains all headnotes classified according to West s Key Number System for federal court decisions reported from 1984 to the present The topics are listed in alphabetical order The Key Numbers within those topics are listed in numerical order Each topic begins with scope notes about subjects included and subjects excluded and covered by other topics Also there is an outline of the topic which includes a list of all Key Numbers in that topic Headnotes are collected by jurisdiction or court and filed according to the West Key Number System **West's Federal Practice Digest** ,2002 *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office,1964 *Pleading and Practice Under the Ciivl Code* Simeon Nash,1859

Public Health Reports ,1956 **Results of the 1996 Race and Ethnic Targeted Test** ,1997

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