

Fiscal Specialist Examination Breakdown

Subject Areas:

Reading Comprehension
Progression
Arithmetical Computations
Office Practices & Procedures
Bookkeeping Principles, Practices, and Procedures
Transactions-Debits & Credits

Recommended Study Guides:

ARCO.	Bookkeeper - Account Clerk (Accounting Terms, Practices & Journalizing)
NLC.	Account Clerk
ARCO.	Assistant Accountant
NLC.	Civil Service Arithmetic

You may want to use any available resource materials relative to the above subject areas.

Sample Test Questions

Reading Comprehension

Directions: Read the following paragraph. Your answers should be based only on the information contained in the paragraph. You may reread the paragraph as often as you wish.

1) Often additional copies are needed of letters received. When this occurs, it will be necessary to make a notation on the back of the letters quoting the number of copies needed. Place all letters to be Xeroxed in the folders designated for this purpose. Place a rubber band around the folder and place it in the messenger bin.

Usually letters are sent out once a day, depending on the quantity of papers received that day.

According to the above passage:

1. a rubber band should be placed around all letters to be Xeroxed before placing them in the designated folder
2. the number of copies needed of a letter should be noted on the front of the letter in the upper right-hand corner
3. special folders are set aside in which to place letters that need to be Xeroxed

Fiscal Assistant I Exam Sample

Lei Shi



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