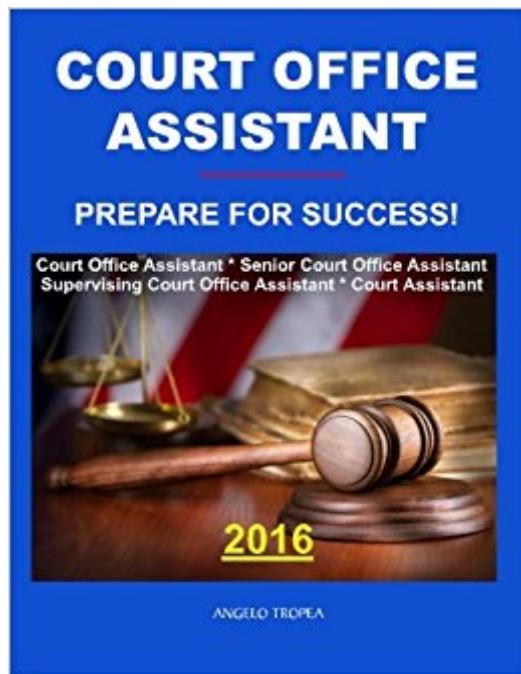


The book was found

Court Office Assistant



Synopsis

NUMBER 1 BEST SELLER! (6/8/2017). Study with this book and prepare for success! The Court Office Assistant Exam is a version of three other exams: the Court Assistant, the Senior Court Office Assistant, and the Supervising Court Office Assistant exams. The four exams share some types of questions. However, each exam has some questions that are unique to that exam. (The Court Assistant Exam, for example, usually does not have Alphabetizing and Coding questions, but does have Written Expression and Legal Terminology questions. To be better prepared for the types of questions that may be asked on your exam, we have included the different types of questions that have been asked on all four recent exams. Read your current exam announcement carefully and study only those types of questions which are listed in your exam announcement. 1. This book was prepared by Angelo Tropea, former Borough Chief Clerk of the Civil Court in Kings County and author of dozens of civil service exam preparation books. He has 30 years of experience in preparing candidates for exams - and 30 years of court experience! 2. The book covers in detail the types of questions asked and excludes material that is not relevant, such as general test-taking discussions about civil service and long discussions about benefits which do not help you attain a higher score. 3. The book contains valuable explanations and hints for each type of question, all based on experience and live classes conducted in prior years. 4. Carefully crafted exercises (with explanatory answers) are provided for practice and to increase proficiency and confidence. 5. A comprehensive practice exam is provided, with the answers explained. 6. The format of the book is that of a workbook, with formatted pages provided for the student to answer Filing and Court Record Keeping questions. 7. And on a personal note... The author has five children, who have successfully taken the Court Assistant, Court Office Assistant, and Senior Court Office Assistant exams. (Four started in the court system as Court Office Assistants - and one as a Court Assistant, from an exam that he had taken prior to the Court Office Assistant exam). Study with this valuable book - and prepare for success!

Book Information

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Customer Reviews

The Court Office Assistant exam, like other exams developed by the Office of Court Administration, has been carefully and professionally crafted and further refined to separate unprepared candidates and candidates with limited ability from candidates who have superior ability and who have prepared for the exam. The Court Office Assistant exam is not a "general knowledge" or a simple aptitude exam. From many years of experience, I learned that serious preparation and a well thought out plan for tackling the different types of questions within the allowed time frame is both advisable and necessary for success. Your decision to study with this book will set you apart from candidates who will rush into the test unprepared. When you have this book, take advantage of its benefits. Make this book your friend. Study with it every day until the date of the test. Â Â Â Â

Angelo Tropea is a former Borough Chief Clerk of the Civil Court in Kings County and author of dozens of civil service exam preparation books. He has 30 years experience in preparing candidates for exams - and 30 years of court experience. Â Â

I took the exam today(5/31/14) and I highly recommend this book by Angelo Tropea. All the material that he covered in the book was exactly on the exam. There were no surprises. The exam was 3 hours and had 70 questions and I know I passed for sure because of this book!

I was extremely excited to find out that Angelo Tropea published a study guide for the upcoming exam for Court Office Assistant. He has been the name behind study notes and guides that have been read by thousands of NYS Court employees and candidates for years. I purchased several copies at once to give to loved ones with the hope that they will review the material and be fully prepared for the upcoming exam. These civil service exams can be tricky, if not properly prepared for. I am very excited to see how well my loved ones do. The book is full of tips and tricks, comprised in an orderly format. Passing this exam and being hired is a life-changing opportunity.

This book is worth every penny - from the advice to the inspirational knowledge!

Helpful

great

Wasn't really much but the test itself. It did prepare me well though. I felt more confident going in with it.

Great buy! Was definitely prepared for the test! Not to brag but I got a 95 on the test thanks to this study guide! With this book you practice and know what to expect! Gives you great tips on organizing your answer that will save you time on the day of the test! Don't hesitate to buy it!!

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Great study guide

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