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Office Technician (General & Typing)
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education above the twelfth

Office Technician (General) - State of California

Here's the study guide:

<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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Office Technician Study Guide California Office Assistant Study Guide California Department of Human Resources Selections Division 1515 S Street, Suite 400N Sacramento, CA 95811

The Office Technician Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: clerical and verbal abilities; communication; office situations; following directions; basic arithmetic; vocabulary, grammar and spelling; and more.

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