



# Court Office Assistant

*Angelo Tropea*

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*Angelo Tropea*

**Court Office Assistant** Angelo Tropea

**New Book to help you pass the Court Office Assistant exam!**

Seven reasons why you should study with this book:

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 experience in preparing candidates for exams - and 30 years of court experience!
2. This book covers in detail the 5 types of questions asked on the test and excludes material not relevant to this specific test, such as general test-taking discussions about civil service exams and long discussions about benefits which do not help you attain a higher score.
3. This 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 all work in the NYS Unified Courts System. All took the Court Office Assistant exam and all scored well (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).

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