CIVIL SERVICE
EXAM MASTERCLASS

# QUESTION OF THE DAY

## CLERICAL OPERATIONS

**The following except one are outstanding clerical abilities expected by a head of his employees. Which is the exception?**

a. Willingness to work well with others.
b. Taking unnecessary leave of absence.
c. Taking responsibility on the assigned task
d. Needing the least amount of supervision.
e. Acquiring new procedures and techniques for the job.

# Clerical Operations Study Guide

Xiaolong Qi

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