

You are an administrative assistant at a busy law firm. Today, your task is to organize client files. For each client, you have several types of documents: legal agreements, payment records, correspondence, and court filings. You've been asked to create a file hierarchy system that will allow the lawyers to easily locate the type of document they need for any given client.

Below are the different options for the file hierarchy. Which one is the most efficient and logical structure for document management?

A: Client --> Legal Agreements, Payment Records, Correspondence, Court Filings

B: Legal Agreements --> Client, Payment Records --> Client, Correspondence --> Client, Court Filings --> Client

C: Client --> Court Filings --> Legal Agreements, Payment Records, Correspondence

D: Legal Agreements, Payment Records, Correspondence, Court Filings --> Client

E: Client --> Correspondence --> Legal Agreements, Payment Records, Court Filings

F: Correspondence, Legal Agreements --> Client, Payment Records, Court Filings --> Client

☐ A

☐ B

☐ C

☐ D

☐ E

☐ F

Sample Administrative Assistant Test

**United States. Health Resources
Administration. Division of Associated
Health Professions**



Sample Administrative Assistant Test:

Federal Office Assistant Examination United States Civil Service Commission, 1973 Federal Office Assistant Examination Elizabeth D. Johnson, 1976 *How to Pass the Civil Service Qualifying Tests* Mike Bryon, 2007 The recruitment process for jobs in the Civil Service is tough Competition is fierce especially for applicants entering via the Fast Stream process and candidates must pass qualifying tests to stand a chance of being successful *How to Pass the Civil Service Qualifying Tests* aims to help applicants reach the standard demanded by the real tests and ultimately achieve their goal of working for the Civil Service This new edition has been updated to include guidance on standard entry as well as additional information Fast Stream access There is a brand new chapter covering questionnaires applicants are likely to encounter plus work assignment examples expert advice and challenging new practice questions relevant to the tests used to recruit both clerical and Fast Stream applicants With just a few marks determining a pass or fail this essential book will help anyone build up speed accuracy and confidence when taking their Civil Service qualifying tests The Pilot Test of Office Automation Equipment in the Offices of United States Senators United States. Congress. Senate. Committee on Rules and Administration, 1983 **Individual Assessment** Kristin O. Prien, Jeffery S. Schippmann, 2003-05-14 Individ Assessment for selection develop is very important to organizations and managers This book will provide a structure and core set of principles for teaching others how to do it It can serve as a reference or supplemental textbook **Lippincott Williams and Wilkins' Administrative Medical Assisting** Elizabeth A. Molle, Laura Southard Durham, 2003-12-01 This text is designed to meet the needs of students in medical assisting who are studying the administrative portion of the curriculum as well as students in transcription coding and related programs This competency based textbook provides a wealth of guidance for administrative skills The text covers the front office topics scheduling billing coding bookkeeping office management and insurance issues Helpful pedagogy including Key Terms a Glossary and Critical Thinking Challenges familiarize students with the material and help with problem solving The ancillary package includes an Instructor s Resource Kit with an Instructor s Manual and Resource CD ROM as well as a student study guide Visit <http://connection.lww.com/go/molleadmin> for more information *Applied Psychology in Talent Management* Wayne F. Cascio, Herman Aguinis, 2024-05-10 This text provides the most comprehensive future oriented overview of psychological theories and how they impact people decisions in today s workplace with integrated coverage of technology strategy globalization and social responsibility **The Alamo Wing**, 1992 **Drug Testing in Treatment Settings Manual without CE Test - Item 7390**, **Allied Health Education Programs in Junior and Senior Colleges**, 1975 **Allied Health Education Programs in Junior and Senior Colleges** United States. Health Resources Administration. Division of Associated Health Professions, 1978 Vital and Health Statistics, 1971 **Industrial/Organizational Psychology** Paul Levy, 2009-07-03 The third edition of this acclaimed text introduces students to the psychological factors active in the workplace including the psychology of the workforce employee

health and well being organizational behavior motivation human resources and various dynamics of work interaction

Traffic Laws Annotated ,1983 **United States Merchant Marine Academy Tests** Arco Publishing Company,1956

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Warner,2013-09-13 Five years into World Trade Organization membership how is China s system of people management adapting to the changing world This edited book provides an up to date state of the art overview of current theory and practice of human resource management with Chinese characteristics The latter is a phrase used to refer to the specific cultural institutional and social setting in which such management structures and processes are to be found in the Middle Kingdom As the People s Republic of China becomes inexorably linked to the international economy and increasingly faces the challenges of globalization its enterprises and their managers have to adapt to pressures to conform to external human resources and employment norms whilst at the same time conforming to internal labour laws and socio political demands The tension between these two sets of factors provides an arena in which human resource managers as well as workers have to cope perform and survive The papers included in this collection are all based on empirical on site research by specialists in the field They deal with such HRM related topics are expatriates family demands human capital joint ventures labour disputes organizational commitment psychological contracts social networks work behaviour and the like The authors of the papers covered in the book come from a variety of backgrounds and university affiliations in Australia Canada Finland Hong Kong Japan People s Republic of China United Kingdom and United States of America Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay,Marie Rutherford,2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents *Resources in Education* ,1996 Administrative Assistant's & Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition

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