

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

**Daniel F McAuley**



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