

FINDING STUDY GUIDES FOR STATE CIVIL SERVICE EXAMS: A MANUAL
FOR PUBLIC AND INSTITUTIONAL LIBRARIES

8th Edition Revised

January 2003

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Baton Rouge, Louisiana

TABLE OF CONTENTS

PREFACE.....	i
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EXAMINATION OUTLINES AND RECOMMENDED STUDY GUIDES

SERIES 1050 GROUP BENEFITS CLAIMS ASSISTANT.....	1
SERIES 1111 ENGINEERING AIDE TEST.....	2
SERIES 1333 PROFESSIONAL ENTRY TEST.....	3
SERIES 1700 LAW ENFORCEMENT SUPERVISOR TEST.....	4
SERIES 2812 PARISH HIGHWAY MAINTENANCE SUPERINTENDENT.....	5
SERIES 3700 PROFESSIONAL SUPERVISOR TEST.....	6
SERIES 4242 ACCOUNTING PARAPROFESSIONAL TEST.....	7
SERIES 4300 HIGHWAY FOREMAN.....	8
SERIES 4444 TYPING CAREERS TEST.....	9
SERIES 4900 MANAGER/ADMINISTRATOR TEST (MAT).....	10
SERIES 5000 LAW ENFORCEMENT AND PROTECTIVE SERVICES (LEAPS).....	11
SERIES 6500 CLERICAL/OFFICE/ADMINISTRATIVE SUPPORT TEST (COAST).....	12
SERIES 7200 WILDLIFE & FISHERIES TECHNICIAN EXAM.....	13

TYPES OF QUESTIONS AND RECOMMENDED STUDY GUIDES

BUDGETING.....	15
CODING.....	15
ENGLISH GRAMMAR/USAGE/CORRECT EXPRESSION.....	15
FOLLOWING INSTRUCTIONS.....	15
GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION.....	16
HUMAN RELATIONS.....	17
LOGIC.....	17
MANAGEMENT AND SUPERVISION.....	17
MATHEMATICS/NUMERICAL RELATIONS.....	18
READING COMPREHENSION.....	19
REASONING.....	19
REPORT WRITING.....	19
SPELLING/VOCABULARY.....	20
INDEX OF JOB TITLES.....	21

PREFACE

Over the past few years, the Louisiana Department of State Civil Service has reduced the number of written examinations it administers from several hundred to thirteen. This number may decrease further as Civil Service continues to streamline its testing procedures. This booklet provides information on every written exam currently in use and will help libraries find appropriate study guides for patrons who are seeking State employment.

The first section of the booklet devotes one page to each exam. There the user will find an outline of the categories of questions that are asked on an exam, followed by a list of the study guides the Reference staff recommends. Most of the study guides are published by Arco or National Learning Corporation (abbreviated NLC in the listings) and are not based specifically on Louisiana Civil Service exams.

Note that the first section of this booklet lists exams in order by the series number assigned by Civil Service. This enables the user to easily find the correct breakdown of test questions when only the examination series number is known.

The second section of this booklet consists of those categories of questions, such as English Usage and Mathematics, that are found on many examinations. Following each type of question is a list of study guides which contain examples of that kind of question. You can use this section of the booklet to find substitute study guides or additional guides for patrons who have difficulty with these types of questions.

The final section of this booklet is the index of job titles. Here you will find listed all of the nearly 500 jobs that require a written exam. Look up the job title you need in the index, then consult the page referenced there to find the appropriate examination outline and list of recommended study guides, from which you can select any that you have on your shelf for your patron's use.

For most exams, the Louisiana Department of State Civil Service has prepared brief study guides, copies of which should be available in every public library in the state. These should serve as master copies which patrons can copy as needed. The following booklets are available:

1. Clerical, Office & Administrative Support Test Sample Questions
2. Engineering Aide Test Study Guide
3. Professional Entry Test Sample Questions
4. Sample Questions for Accounting Paraprofessional Test
5. Sample Questions for Highway Foreman
6. Sample Questions for Law Enforcement and Protective Services Supervisor Test
7. Sample Questions for Law Enforcement and Protective Services Test
8. Sample Questions for Manager/Administrator Test
9. Sample Questions for Professional Supervisor Test
10. Typing Careers Test Sample Questions

Contact the Reference Section of the State Library if replacement copies are needed.

Study material is also available on the web site of the Louisiana Department of State Civil Service. Go to:

<http://www.dscs.state.la.us>

and click on Sample Test Questions. This site provides sample questions for the following exams:

1. Accounting Paraprofessional Test
2. COAST
3. Engineering Aide Test
4. Group Benefits Claims Assistant
5. Highway Foreman Test
6. LEAPS
7. LEAPS Supervisor
8. Manager/Administrator Test
9. Professional Entry Test
10. Professional Supervisor Test
11. Typing Careers Test
12. Wildlife & Fisheries Technician

Also available on the site are sample questions by subject, ranging from accounting/auditing to written communications, which include most of the types of questions found on the exams.

Additional study material is now available from Learn-A-Test, one of the Louisiana Library Connection databases. It is available at public libraries throughout the state, or residents can access it from home or work by going to <http://lplibcon.state.lib.la.us> and entering their library name and library card number.

Learn-A-Test does not provide study material for specific state exams. When you click on "Civil Service Careers" in the list of tests, you will not find an entry for a specific state test (Typing Careers Test) or type of test (clerical). Instead, Learn-A-Test offers one generic civil service test which covers math, grammar, reading, vocabulary and spelling. There is also study material for the Federal clerical exam. Applicants desiring additional practice in the areas of math and English can select tests from the menu categories of "Basic Skills Success" and "Technical and Career College."

Many Civil Service positions do not require a written examination. In some cases, Civil Service grades applicants solely on the basis of their experience and training. In others, designated noncompetitive or shortage jobs, State agencies are authorized to hire directly without going through Civil Service. Jobs such as these, for which Civil Service does not require a written exam, are not included in this booklet.

Note, however, that the hiring agency may devise a test of its own for applicants. For example, the Department of Corrections gives a multiple-choice test for its entry-level position, **Corrections Cadet**. The test consists of the following types of questions:

Reading comprehension	20
Situational judgment	20
English grammar	<u>20</u>
Total	60

The Arco study guides for Correction Officer and Correction Officer Promotion Tests, as well as Norman Hall's Corrections Officer Exam Preparation Book published by Adams Media, will be helpful to persons taking this test.

Similarly, the Office of State Police administers an exam for **State Police Cadet** which consists of about 300 biographical inventory questions like those on the Series 6500 COAST exam (see page 12). These are psychological profile questions, and the answers given indicate personal preferences. Though there is no recommended study guide, the Arco book for Civil Service Psychological and Psychiatric Tests may be of use to applicants.

When your library has no study guides available, or your patron needs more material, please use the exam title or the complete job title as provided to your patron by Civil

Service and submit the request to the State Library on a subject request form. Include the exam series number, if known. Do not request specific study guides on an author-title form.

Please be aware that we cannot provide actual samples of old tests. In most cases we will send study guides published by Arco or National Learning Corporation (NLC). Often these study guides will not have the same titles as the State Civil Service exams, but will contain examples of the types of questions found on the tests. We will send additional materials as needed to supplement the standard study guides.

Call the State Library Reference and Bibliography Section at (225) 342-4913 if you have any questions or comments, or email us at ref@pelican.state.lib.la.us

If you wish to communicate directly with the Department of State Civil Service, call the main office in Baton Rouge at (225) 925-1911 or the New Orleans office at (225) 568-5812. For information on the contents of an examination, or to determine whether a written

exam is required, call the Examining Division at (225) 342-8536 in Baton Rouge.

To communicate with Civil Service by mail, write to:

Department of State Civil Service
P.O. Box 94111
Capitol Station
Baton Rouge, LA 70804-9111

For information on job openings, job specifications, and pay scales, see the Civil Service Department's Internet home page at <http://www.dscs.state.la.us>

Click on the Louisiana Job Search icon if you wish to produce a list of vacancies by location, salary, occupation, or state agency.

This manual is available on the State Library's web site at <http://www.state.lib.la.us>

From the State Library's home page, click on Publications and select this manual from the list.

GROUP BENEFITS CLAIMS ASSISTANT

Categories of Questions:

Proofing	16
Coding	20
Reading Comprehension	<u>4</u>
TOTAL:	40
PASSING POINT:	20

NOTE: At the time of interview, candidates will take a ten-key data entry test. They must meet agency standards on speed and accuracy.

NOTE: Proofing is name and number comparison/checking for errors.

Recommended Study Guides:

Use Sample Questions on Civil Service website.

Arco. Employment Security Clerk

NLC. Beginning Clerical Worker

____. Data Processing Clerk

____. Data Equipment Operator

Coding:

NLC. Coding

Proofing:

NLC. Name and Number Checking

- Use **Learn-A-Test** for reading questions.

ENGINEERING AIDE TEST

Categories of Questions:

Part 1	Skills Test 100 questions, 7 minutes
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NOTE: These questions test the ability to look for differences between two figures.

Part 2

English Usage	20
Following Instructions	20
Problem Solving (Math Word Problems)	<u>20</u>

TOTAL:	60
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PASSING POINT:	None
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Recommended Study Guides:

Use Engineering Aide Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

NOTE: Engineering Technician (Arco) and Engineering Aide (NLC) are too technical for this exam. Use instead:

Arco. Civil Service Arithmetic and Vocabulary
_____. Homestudy Course for Civil Service Jobs

Koch. Civil Service Quizzer and Guide

Any clerical study guide, for math and English

Skills Test (Differences between Two Figures):

Arco. Mechanical Aptitude & Spatial Relations Tests

Koch. Mechanical Work Examinations

- Use **Learn-A-Test** for English and math questions.

PROFESSIONAL ENTRY TEST

Categories of Questions:

Although there are 10 items in each of the categories listed below, the items in each category are distributed throughout the test rather than in separate sections by category.

Tabular Completion	10
Reading Comprehension	10
Quantitative Reasoning (Math)	10
Inference (Logic)	<u>10</u>
TOTAL:	40
PASSING POINT:	22

Recommended Study Guides:

Use Professional Entry Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

NLC. Professional Entry Test (P.E.T.)

Substitutes:

Arco. Professional and Administrative Career Exam

____. Professional Careers Test

NLC. Professional and Administrative Career Exam

____. Professional Careers Test

Inference (Logic):

Learning Express. 501 Challenging Logic and Reasoning Problems

Mathematics:

Arco. Civil Service Arithmetic and Vocabulary

Tabular Completion:

NLC. Civil Service Graphs, Charts and Tables

- Use **Learn-A-Test** for reading and math questions.

LAW ENFORCEMENT SUPERVISOR TEST

Categories of Questions:

Reading Comprehension	8
Problem Solving	5
Math	7
Supervision	<u>30</u>
TOTAL:	50
PASSING POINT:	12

Recommended Study Guides:

Use Law Enforcement and Protective Services Supervisor Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

- Arco. Correction Officer Promotion Tests
- ____. Law Enforcement Positions
- ____. Police Administration and Criminal Investigation
- ____. Police Sergeant, Lieutenant, Captain
- ____. Teach Yourself to Pass Law Enforcement Exams in 24 Hours
(reading, judgment, math)

Barron. How to Prepare for the Police Sergeant Examination

NLC. Police Administration and Supervision

Math:

Arco. Civil Service Arithmetic and Vocabulary

Supervision:

- Arco. Management and Administration Quizzer
- ____ Practice for Civil Service Promotion
- ____ Supervision Course

- Use **Learn-A-Test** for reading and math questions.

PARISH HIGHWAY MAINTENANCE SUPERINTENDENT

Categories of Questions:

Road and Bridge Maintenance	30
Supervision	20
Records and Reports	<u>10</u>
TOTAL:	60
PASSING POINT:	22

Recommended Study Guides:

- NLC. Bridge Maintenance Supervisor
- ____. Highway Maintenance Supervisor

Substitutes:

- NLC. Foreman, Highways and Sewers
- ____. Highway Engineer
- ____. Highway General Foreman
- ____. Highway Maintenance Specialist

Supervision and Report Writing:

- Arco. Management and Administration Quizzer
- ____. Practice for Civil Service Promotion
- ____. Supervision Course

PROFESSIONAL SUPERVISOR TEST

Categories of Questions:

In-Basket Exercise	25
Written Communication Skills	30
Supervisory Skills	<u>30</u>
TOTAL:	85
PASSING POINT:	30

Recommended Study Guides:

Use Professional Supervisor Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Management and Administration Quizzer

____. Practice for Civil Service Promotion

____. Supervision Course

NLC. Administrative Manager

____. Supervisor

Written Communication Skills:

Arco. Teach Yourself to Pass Civil Service Exams in 24 Hours

____. 24 Hours to the Civil Service Exams

NLC. Civil Service Grammar and Usage

See English Grammar in type of question section.

In-Basket Exercise:

Use the Civil Service booklet and website.

- Use **Learn-A-Test** for writing questions.

ACCOUNTING PARAPROFESSIONAL TEST

Categories of Questions:

Bookkeeping & Accounting Problems	20
Mathematics	15
Journal Problems	15
Accounting Terms	<u>10</u>
TOTAL:	60
PASSING POINT:	42

Recommended Study Guides:

Use Accounting Paraprofessional Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Accountant-Auditor
____. Assistant Accountant
____. Associate and Administrative Accountant

NLC. Accountant
____. Accounting Systems Specialist
____. Administrative Accountant
____. Assistant Accountant

Accounting terms, problems and journalizing:

Arco. Bookkeeper-Account Clerk

NLC. Account Clerk

- Use **Learn-A-Test** for math questions.

SERIES 4300

HIGHWAY FOREMAN

Categories of Questions:

Supervision	30
Math	10
Following Instructions/Coding	5
Tables and Charts	<u>5</u>
TOTAL:	50
PASSING POINT:	23

Recommended Study Guides:

Use Sample Questions for Highway Foreman study booklet from Civil Service.

Use Sample Questions on Civil Service website.

NLC. Foreman, Highways and Sewers
____. Highway General Foreman
____. Highway Maintenance Supervisor

Math:

Arco. Apprentice, Mechanical Trades
____. Civil Service Arithmetic and Vocabulary
____. Mechanical Aptitude and Spatial Relations

Koch. Mechanical Work Exams

Math, Supervision:

Arco. Construction Foreman
____. Foreman

Supervision, Tables and Charts:

Arco. Management and Administration Quizzer
____. Practice for Civil Service Promotion
____. Supervision Course

- Use **Learn-A-Test** for math questions.

SERIES 4444

TYPING CAREERS TEST

Categories of Questions:

Plain Copy Typing Test	40 words per minute
Written Questions:	
Customer Service	30
Spelling	40
Reading with Understanding	<u>25</u>
TOTAL:	95
PASSING POINT:	55
Biographical Inventory	40

NOTE: Every answer in this section scores points, some more than others. Passing is 100 out of a possible 178 points.

Recommended Study Guides:

Use Typing Careers Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Beginning Office Worker
____. Clerical Exams Handbook
____. File Clerk-General Clerk
____. Office Assistant/Associate
____. Practice for Clerical, Typing and Stenographic Tests
____. Stenographer-Typist

Barron. Stenographer, Typist, Clerk, and Office Machine Operator

NLC. Clerk-Typist
____. General Clerical and Typing Careers Test
____. Typist
____. Typist-Clerk

Spelling:

Learning Express. 1001 Vocabulary and Spelling Questions
_____. Practical Spelling

- Use **Learn-A-Test** for reading and spelling questions.

SERIES 4900

MANAGER/ADMINISTRATOR TEST (MAT)

Categories of Questions:

Management Principles	*
Budgeting	*
Supervision	*
TOTAL:	50
PASSING POINT:	12

* Exact number of questions not specified.

Recommended Study Guides:

Use Manager/Administrator Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Civil Service Administrative Tests (includes budgeting)

____. Management and Administration Quizzer

____. Supervision Course (includes budgeting)

NLC. Administrative Manager

Budgeting:

Arco. Administrative Assistant

NLC. Budget Examiner

____. Budget Examining Trainee

____. Business Manager

SERIES 5000

LAW ENFORCEMENT AND PROTECTIVE SERVICES (LEAPS)

Entry/Journeyman Level Law Enforcement Jobs

Categories of Questions:

Decision Making and Human Relations	13
Reading Comprehension	10
Mathematics	7
Coding	5
Reasoning and Problem Solving	13
English and Effective Writing	<u>12</u>
TOTAL:	60
PASSING POINT:	35

Recommended Study Guides:

Use LEAPS Examination study booklet from Civil Service.

Use Sample Questions on Civil Service website.

- Arco. Correction Officer (coding, English, math, reading)
- ____. Guard-Patrolman (judgment and reasoning, math, reading)
- ____. State Trooper (judgment, reading)
- ____. Teach Yourself to Pass Law Enforcement Exams in 24 Hours
(reading, judgment, math)

- NLC. Law Enforcement and Investigation Occupations
- ____. Law Enforcement Candidate Record

Any police work study guide

Coding:

- NLC. Coding

Reasoning:

- Learning Express. 501 Challenging Logic and Reasoning Problems

- Use **Learn-A-Test** for reading, math and English questions.

CLERICAL/OFFICE/ADMINISTRATIVE SUPPORT TEST (COAST)

Categories of Questions:

Customer Service	30
Spelling	40
Reading with Understanding	<u>25</u>
TOTAL:	95
PASSING POINT:	55
Biographical Inventory	40

NOTE: Every answer in this section scores points, some more than others. Passing is 100 out of a possible 178 points.

Recommended Study Guides:

Use COAST Exam study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Beginning Office Worker
____. Clerical Exams Handbook
____. File Clerk-General Clerk
____. Office Assistant/Associate
____. Practice for Clerical, Typing and Stenographic Tests

NLC. Clerk
____. General Clerical and Typing Careers Test

Spelling:

Learning Express. 1001 Vocabulary and Spelling Questions
_____. Practical Spelling

Substitutes:

Arco. Employment Security Clerk
____. Office Machines Operator
____. Shop Clerk
____. Telephone Operator

Barron. Stenographer, Typist, Clerk, and Office Machine Operator

- Use **Learn-A-Test** for spelling and reading questions.

WILDLIFE & FISHERIES TECHNICIAN EXAM

Categories of Questions:

Mathematics	20
Reading Comprehension	20
Following Directions/Coding	<u>20</u>
TOTAL:	60
PASSING POINT:	30

Recommended Study Guides:

Use Sample Questions on Civil Service website.

- Arco. Beginning Office Worker
- ____. Clerical Exams Handbook
- ____. File Clerk-General Clerk
- ____. Office Assistant/Associate
- ____. Practice for Clerical, Typing and Stenographic Tests

- NLC. Clerk
- ____. General Clerical and Typing Careers Tests

Substitutes:

- Arco. Employment Security Clerk
- ____. Office Machines Operator
- ____. Shop Clerk
- ____. Telephone Operator

Coding:

- NLC. Coding

- Use **Learn-A-Test** for math and reading questions.

BUDGETING

Arco. Administrative Assistant
____. Civil Service Administrative Tests
____. Supervision Course

NLC. Budget Examiner
____. Budget Examining Trainee

CODING

NLC. Coding

ENGLISH GRAMMAR/USAGE/CORRECT EXPRESSION

Arco. College Office Assistant
____. Employment Security Clerk
____. Federal Service Entrance Examinations
____. File Clerk-General Clerk
____. Investigator-Claim Examiner
____. Junior Federal Assistant
____. Office Assistant
____. Practice for Civil Service Promotion
____. Professional Trainee
____. Senior Clerical Series
____. Stenographer-Typist
____. Supervising Clerk-Stenographer
____. Teach Yourself to Pass Civil Service Exams in 24 Hours
____. 24 Hours to the Civil Service Exams

Barron. Stenographer, Typist, Clerk, and Office Machine Operator

Learning Express. Grammar Essentials

NLC. Civil Service Grammar and Usage

- Learn-A-Test Database

FOLLOWING INSTRUCTIONS

Arco. Beginning Office Worker
____. Cashier
____. Clerk N.Y.C.
____. Computer Programmer
____. Correction Officer
____. Employment Security Clerk
____. File Clerk
____. General Entrance Series
____. General Test Practice for 92 U.S. Jobs

FOLLOWING INSTRUCTIONS CONTINUED

- Arco. Guard-Patrolman
- ____. Hospital Attendant
- ____. Laborer
- ____. Messenger
- ____. Office Machines Operator
- ____. Parking Enforcement Agent
- ____. Post Office Clerk-Carrier
- ____. Postmaster
- ____. Railroad Clerk
- ____. Railroad Porter
- ____. Staff Attendant
- ____. Storekeeper-Stockman
- ____. Traffic Control Agent
- ____. U.S. Park Ranger

- Koch. Civil Service Quizzer and Guide
- ____. Handbook of Tests (Civil Service)

- NLC. Unemployment Insurance Claims Examiner

GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION

- Arco. Administrative Assistant
- ____. Beginning Office Worker
- ____. Case Worker
- ____. Civil Service Administrative Tests
- ____. Clerk GS4-GS7
- ____. College Office Assistant
- ____. Employment Interviewer
- ____. Employment Security Clerk
- ____. Federal Administrative and Management Examination
- ____. Federal Service Entrance Exams
- ____. General Test Practice
- ____. Homestudy Course for Civil Service Jobs
- ____. Hospital Care Investigator
- ____. Investigator/Claim Examiner
- ____. Junior Administrative Development Exam
- ____. Law Enforcement Positions
- ____. PACE (Professional and Administrative Career Exam)
- ____. Personnel Examiner
- ____. Professional Careers Test
- ____. Professional Trainee
- ____. Social Case Worker
- ____. Statistician
- ____. Supervising Clerk-Stenographer

GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION CONTINUED

- Arco. Supervision Course
- ____. Teach Yourself to Pass Civil Service Exams in 24 Hours
- ____. 24 Hours to the Civil Service Exams
- ____. U.S. Park Ranger
- ____. U.S. Professional Mid-Level Positions
- ____. U.S. Summer Jobs

- Koch. Civil Service Quizzer and Guide
- ____. Mechanical Work Examinations
- ____. Social Welfare Examinations

- NLC. Beginning Clerical Worker
- ____. Business Manager
- ____. Civil Service Graphs, Charts, and Tables
- ____. Consumer Affairs Specialist
- ____. Contract Specialist
- ____. Game Management
- ____. Graphs, Charts, and Tables
- ____. Professional Careers Test
- ____. Professional Trainee
- ____. Research Assistant

HUMAN RELATIONS

- Koch. Civil Service Quizzer and Guide
- ____. Computer Work and Computer Trainee Examinations
- ____. Eligibility Worker Examinations
- ____. Social Welfare and Eligibility Worker Examinations

- NLC. Human Relations Representative
- ____. Human Relations Training Officer

LOGIC

- Learning Express. 501 Challenging Logic and Reasoning Problems

- NLC. Logical Reasoning

MANAGEMENT AND SUPERVISION

- Arco. Administrative Assistant
- ____. Civil Service Administrative Tests
- ____. Employment Security Clerk
- ____. Federal Service Entrance Exams
- ____. Management and Administration Quizzer
- ____. Practice for Civil Service Promotion

MANAGEMENT AND SUPERVISION CONTINUED

- Arco. Principal Clerk
- ____. Supervising Clerk-Stenographer
- ____. Supervision Course

- NLC. Administrative Assistant
- ____. Administrative Manager
- ____. Director
- ____. Employment Security Manager
- ____. Head Clerk (Payroll)
- ____. Personnel Associate
- ____. Personnel Manager
- ____. Project Manager
- ____. Senior Administrative Assistant

MATHEMATICS/NUMERICAL RELATIONS

- Arco. ACWA (Administrative Careers with America)
- ____. Beginning Office Worker
- ____. Cashier
- ____. Civil Service Arithmetic and Vocabulary
- ____. Employment Interviewer
- ____. Employment Security Clerk
- ____. Federal Administrative and Management Examination
- ____. Federal Service Entrance Exams
- ____. File Clerk-General Clerk
- ____. Guard-Patrolman
- ____. Junior Federal Assistant
- ____. Office Assistant
- ____. PACE (Professional and Administrative Career Exam)
- ____. Parking Enforcement Agent
- ____. Practice for Civil Service Promotion
- ____. Stenographer-Typist
- ____. Teach Yourself to Pass Civil Service Exams in 24 Hour
- ____. 24 Hours to the Civil Service Exams
- ____. U.S. Employment Service General Aptitude Test Battery

- Barron. How to Prepare for the Civil Service Examinations for
Stenographer, Typist, Clerk, and Office Machine Operator
- ____. Math Word Problems the Easy Way

- Koch. Civil Service Handbook of Tests
- ____. Mechanical Work Examinations
- ____. Social Welfare and Eligibility Worker Examinations
- ____. Work and Compare Arithmetic
- ____. Social Welfare and Eligibility Worker Examinations
- ____. Work and Compare Arithmetic

MATHEMATICS/NUMERICAL RELATIONS CONTINUED

Learning Express. Practical Math Success in 20 Minutes a Day

NLC. Beginning Office Worker

____. Civil Service Arithmetic

____. Contracts Examiner

____. Head Clerk (Payroll)

____. Professional Trainee

• Learn-A-Test Database

READING COMPREHENSION

Learning Express. 501 Reading Comprehension Questions

_____. Reading Comprehension Success: In 20 Minutes a Day

Many study guides include examples of this kind of question.

REASONING

Arco. 24 Hours to the Civil Service Exams

Learning Express. 501 Challenging Logic and Reasoning Problems

REPORT WRITING

NLC. Logical Reasoning

Arco. Addiction Specialist

____. Administrative Assistant

____. Bank Examiner

____. Buyer

____. Case Worker

____. Civil Engineer

____. Claim Examiner

____. Clerk-Stenographer, Senior

____. College Office Assistant

____. Consumer Affairs Inspector

____. Federal Service Entrance Exams

____. Fire Administration and Technology

____. Foreman

____. Investigator/Claim Examiner

____. Junior Administrative Development Exam

____. Management and Administration Quizzer

REPORT WRITING CONTINUED

Arco. Motor Vehicle License Examiner
____. Parking Enforcement Agent
____. Personnel Examiner
____. Playground and Recreation Director's Handbook
____. Policewoman
____. Practice for Civil Service Promotion
____. Probation and Parole Officer
____. Professional Trainee, Administrative Aide
____. Senior Clerical Series
____. Social Supervisor
____. State Trooper
____. Supervision Course
____. Traffic Control Agent
____. Treasury Enforcement Agent
____. U.S. Professional Mid-Level Positions

Koch. Federal Service Entrance Exams

NLC. Investigator-Inspector
____. Personnel Assistant
____. Personnel Technician
____. Professional Careers Test

SPELLING/VOCABULARY

Arco. Civil Service Arithmetic and Vocabulary
____. Words for Smart Test Takers

Learning Express. 1001 Vocabulary and Spelling Questions
____. Practical Spelling
____. Practical Vocabulary
____. Vocabulary and Spelling Success in 20 Minutes a
Day

INDEX OF JOB TITLES

ACCOUNTANT TECHNICIAN	7
ACCOUNTING CLERK	12
ACCOUNTING SPECIALIST 1-2	7
ACCOUNTING SPECIALIST SUPERVISOR	7
ACTIVE TREATMENT PROGRAM SPECIALIST/TRAINEE	
See MR/DD ACTIVE TREATMENT PROGRAM SPECIALIST/TRAINEE	3
ADMINISTRATIVE DIRECTOR 1-3	6
ADMINISTRATIVE MANAGER 1-2	3
ADMINISTRATIVE MANAGER 3-4	6
ADMINISTRATIVE SECRETARY	9
ADMINISTRATIVE SERVICES ASSISTANT/SECRETARY	9
ADMINISTRATIVE SPECIALIST 1-3	12
ADMINISTRATIVE SPECIALIST 4-5	3
AGRICULTURAL ENVIRONMENTAL SPECIALIST 1	3
AGRICULTURAL MARKETING TRAINEE	3
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1	3
AGRICULTURE PROGRAM SPECIALIST 1-2	3
AGRICULTURE SPECIALIST 1	3
ALCOHOLIC BEVERAGE CONTROL INVESTIGATOR 1	11
ALCOHOLIC BEVERAGE CONTROL INVESTIGATOR SUPERVISOR	4
ALCOHOLIC BEVERAGE CONTROL SPECIAL INVESTIGATOR	11
ARCHIVIST	3
ARCHIVIST ASSISTANT	12
ASSISTANT TO A PSYCHOLOGIST	3
BIOLOGIST 1-2	3
BUDGET ANALYST 1-3	3
CASEWORKER ASSISTANT	12
CASHIER	12
CHILD CARE ASSISTANCE MANAGER	6
CHILD CARE ASSISTANCE SPECIALIST 3	3
CIVIL SERVICE INVESTIGATOR/ETHICS TRAINEE	3
CLERK 1-4	12
CLERK CHIEF 1-2	12
COASTAL RESOURCES MANAGEMENT SPECIALIST 1	3
COASTAL RESTORATION PROGRAM SPECIALIST 1-2	3
COMMERCIAL COMPLIANCE SPECIALIST 1-2	3
COMMERCIAL COMPLIANCE SUPERVISOR	6
COMMUNICATIONS SPECIALIST 1, STATE POLICE	
See STATE POLICE COMMUNICATIONS SPECIALIST 1-2	12
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 1 & 3	3
COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR,	
OCDD See OCDD COMMUNITY SERVICES ASSISTANT REGIONAL	
ADMINISTRATOR	10
COMMUNITY SERVICES BLOCK GRANTS SPECIALIST	3
COMPLIANCE PROGRAMS SPECIALIST 1-3	3

CONSERVATION ENFORCEMENT SPECIALIST 1-2	3
CONTRACTOR LICENSING INVESTIGATOR 1-2.....	3
CONTRACTS/GRANTS REVIEWER 1	3
CORRECTIONS ARDC SPECIALIST 1-2	3
CORRECTIONS CADET	ii
CORRECTIONS CLASSIFICATION OFFICER 1-2	3
CORRECTIONS INTERNAL AFFAIRS INVESTIGATOR 1	3
CORRECTIONS RECORDS SYSTEM ANALYST	3
CORRECTIONS RECORDS SYSTEM ANALYST TRAINEE.....	3
CORRECTIONS SOCIAL SERVICES COUNSELOR 1-2	3
CRIMINAL JUSTICE POLICY PLANNING ANALYST 1-2	3
CRIMINAL JUSTICE POLICY PLANNING ANALYST TRAINEE.....	3
CULTURAL PROGRAM ANALYST 1	3
DAY CARE CENTER DIRECTOR--HEAL	6
DEALER SUPPORT TECHNICIAN 1	12
DEPUTY STATE FIRE MARSHAL 1-2--ARSON.....	11
DHHR RECOVERY SPECIALIST	3
DISEASE INTERVENTION SPECIALIST 1-2	3
DISEASE INTERVENTION SPECIALIST SUPERVISOR 1	6
ECONOMIC DEVELOPMENT SMALL BUSINESS ADVISOR 1	3
ECONOMIC DEVELOPMENT SPECIALIST 1	3
EDG GAMING CONTROL AGENT 2-3	11
EDG SPECIAL AGENT 1-3	3
EDITOR, STATE REGISTER	
See STATE REGISTER EDITOR.....	3
EDUCATION INFORMATION CONSULTANT 1.....	3
ELECTION COST DISTRIBUTION SPECIALIST.....	12
ELECTION COST DISTRIBUTION SUPERVISOR	12
ELECTION SPECIALIST 1	12
ELIGIBILITY DETERMINATIONS SUPERVISOR 1-2.....	6
EMERGENCY MEDICAL SERVICES TRAINING SPECIALIST	3
EMERGENCY PREPAREDNESS MANAGEMENT ANALYST 1	3
EMPLOYMENT SECURITY OPERATIONS ANALYST 1-2	6
ENERGY PROGRAM PLANNER 1	3
ENGINEERING TECHNICIAN 1	2
ENVIRONMENTAL IMPACT SPECIALIST 1&3	3
ENVIRONMENTAL PROGRAM ANALYST 1-3	3
ENVIRONMENTAL PROJECT SPECIALIST 1	3
EXAMINER FOR A PSYCHOLOGIST--CORRECTIONS	3
EXECUTIVE MANAGEMENT OFFICER 1-2	10
EXECUTIVE SECRETARY	9
EXECUTIVE SERVICES ASSISTANT.....	12
EXECUTIVE STAFF OFFICER.....	6
FAMILY SUPPORT ASSISTANT PARISH MANAGER.....	10
FAMILY SUPPORT INQUIRY SERVICES MANAGER.....	6
FAMILY SUPPORT PARISH MANAGER 1-5.....	10
FAMILY SUPPORT PLANNING MANAGER	6
FAMILY SUPPORT PLANNING SUPERVISOR.....	6
FAMILY SUPPORT PROGRAM ASSISTANT DIRECTOR	6

FAMILY SUPPORT PROGRAM COORDINATOR	3
FAMILY SUPPORT PROGRAM COORDINATOR SUPERVISOR.....	6
FAMILY SUPPORT PROGRAM SPECIALIST 1-2.....	6
FEDERAL ENERGY ANALYST 1-2.....	3
FEDERAL PROGRAM EVALUATOR.....	3
FEDERAL TRAINING PROGRAMS COORDINATOR.....	6
FEDERAL TRAINING PROGRAMS SUPERVISOR.....	6
FINANCIAL INDUCEMENT SPECIALIST 1.....	3
FINANCIAL INSTITUTIONS INVESTIGATOR 1-2	3
FINGERPRINT TECHNICIAN 1-2	12
FIRE MARSHAL 1-2--ARSON, DEPUTY STATE	
See DEPUTY STATE FIRE MARSHAL 1-2--ARSON.....	11
FLOODPLAIN INSURANCE ANALYST 1-2.....	3
FOOD DISTRIBUTION PROGRAM MANAGER.....	3
FORMS CONTROL SPECIALIST	12
FORMS MANAGEMENT ANALYST.....	3
FRAUD DETECTION SUPERVISOR--OPPHS	6
FRAUD DETECTION UNIT SUPERVISOR--OFS.....	6
FRAUD INVESTIGATOR 1-2--OFS.....	3
FRAUD INVESTIGATOR--OPPHS.....	3
GAME WARDEN See WILDLIFE ENFORCEMENT CADET.....	11
GAMING CONTROL AGENT 2-3	
See EDG GAMING CONTROL AGENT 2-3.....	11
GEOLOGIST 1.....	3
GROUP BENEFITS CLAIMS ADJUSTER 1.....	12
GROUP BENEFITS PROGRAM ASSISTANT	1
GROUP BENEFITS SPECIALIST 1-2.....	3
GROUP BENEFITS SPECIALIST SUPERVISOR 1	6
HABILITATION INSTRUCTOR 1-2.....	3
HEALTH INFORMATION PROCESSOR.....	12
HEALTH INFORMATION PROCESSOR SUPERVISOR.....	12
HEALTH SERVICES ACCOUNTS SPECIALIST	12
HEALTH SERVICES ACCOUNTS SUPERVISOR.....	3
HEALTH SERVICES FINANCING POLICY ANALYST 1-2.....	3
HEALTH SERVICES FINANCING POLICY SUPERVISOR.....	6
HEALTH SERVICES FINANCING PROGRAM DIRECTOR.....	10
HEALTH SERVICES FINANCING PROGRAM MANAGER.....	10
HEALTH SERVICES FINANCING PROGRAM SPECIALIST	3
HEARING REPORTER 1-2	9
HIGHER EDUCATION DIVISION DIRECTOR.....	10
HIGHWAY FOREMAN 1-2.....	8
HIGHWAY MAINTENANCE SUPERINTENDENT	
See PARISH HIGHWAY MAINTENANCE SUPERINTENDENT	5
HIGHWAY SAFETY PLANNING COORDINATOR.....	3
HIGHWAY SAFETY PROGRAM COORDINATOR 1-2.....	3
HOSPITAL ADMISSIONS SUPERVISOR.....	12
HOSPITAL ADMISSIONS TECHNICIAN.....	12
HOSPITAL ADMISSIONS TECHNICIAN--LEADWORKER.....	12
HOSPITAL ADMISSIONS TECHNICIAN--TRAINEE.....	12

HOUSING AUTHORITY ASSISTANT MODERNIZATION COORDINATOR.....	3
HOUSING AUTHORITY TENANT RELATIONS WORKER.....	12
HOUSING AUTHORITY TENANT SELECTION WORKER.....	12
HOUSING COUNSELOR 1.....	12
HOUSING FINANCE PROGRAM/COMPLIANCE SPECIALIST 1.....	3
HUMAN RESOURCES ANALYST 1-3.....	3
HUMAN RESOURCES DEVELOPMENT PROGRAM SUPERVISOR.....	6
HUMAN RESOURCES DEVELOPMENT SPECIALIST 1-3.....	3
HUMAN RESOURCES MANAGER 1-2.....	6
HUMAN RESOURCES PROGRAM CONSULTANT 1-3.....	3
IMMUNIZATION PROGRAM CONSULTANT.....	3
IMMUNIZATION PROGRAM CONSULTANT TRAINEE.....	3
IMMUNIZATION PROGRAM SUPERVISOR.....	6
INFORMATION TECHNOLOGY APPLICATIONS PROGRAMMER 1.....	3
INFORMATION TECHNOLOGY EQUIPMENT OPERATOR 1.....	12
INFORMATION TECHNOLOGY OFFICE SPECIALIST 1.....	12
INFORMATION TECHNOLOGY PRODUCTION CONTROL TECHNICIAN 1.....	12
INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ANALYST 1-2.....	3
INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ASSISTANT DIRECTOR.....	10
INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 1-2.....	3
INFORMATION TECHNOLOGY TELECOMMUNICATIONS TECHNICAL SERVICES ADMINISTRATOR.....	10
INSURANCE CLAIMS EXAMINER 1-2.....	12
INSURANCE COMPLIANCE EXAMINER SPECIALIST 1-3.....	3
INSURANCE COMPLIANCE EXAMINER SPECIALIST SUPERVISOR.....	6
INSURANCE COMPLIANCE TECHNICIAN 1-2.....	12
INTELLIGENCE ANALYST 1-2.....	3
INTERPRETIVE PROGRAM DEVELOPER.....	3
INVESTIGATOR ADMINISTRATIVE.....	3
INVESTIGATOR, STATE POLICE See STATE POLICE INVESTIGATOR.....	11
LABOR MARKET SPECIALIST 1-2.....	3
LABOR MARKET SPECIALIST SUPERVISOR.....	6
LABORATORY STOCKROOM COORDINATOR.....	12
LEGAL SECRETARY 1-2.....	9
LIBRARIAN 1.....	3
LIBRARY SPECIALIST 1-3.....	12
LIBRARY SPECIALIST SUPERVISOR.....	12
LICENSING ANALYST 1-2.....	3
LICENSING ANALYST SUPERVISOR.....	6
LICENSING ASSISTANT.....	12
LICENSING SPECIALIST--DSS.....	3
LOCAL REGISTRAR OF VITAL RECORDS.....	12
MANAGEMENT ANALYST 1-2.....	3
MARKETING REPRESENTATIVE 1-2.....	3
MARKETING REPRESENTATIVE SUPERVISOR.....	6
MARKETING SPECIALIST 1-2.....	3
MEDICAID ANALYST 1-3.....	3
MEDICAID ANALYST SUPERVISOR.....	6

MEDICAL ASSISTANCE PROGRAM HOSPITAL COORDINATOR 1-2	10
MEDICAL ASSISTANCE PROGRAM HOSPITAL SPECIALIST 1	3
MEDICAL ASSISTANT	12
MEDICAL SECRETARY	9
MEDICAL TRANSCRIPTIONIST	9
MEDICAL TRANSCRIPTIONIST SUPERVISOR.....	9
MENTALLY RETARDED/DEVELOPMENTALLY DISABLED See MR/DD.....	3
MICROGRAPHICS SUPERVISOR.....	12
MICROGRAPHICS TECHNICIAN 1-2	12
MINERAL LEASE ANALYST 1-2	3
MINERAL PRODUCTION ANALYST 1	3
MOTOR VEHICLE COMMISSION INVESTIGATOR 1.....	11
MOTOR VEHICLE COMPLIANCE ANALYST 1-4	3
MOTOR VEHICLE COMPLIANCE ASSOCIATE ANALYST 1.....	12
MOTOR VEHICLE COMPLIANCE SUPERVISOR 1-2.....	6
MOTOR VEHICLE FIELD SERVICE OFFICER.....	11
MOTOR VEHICLE FIELD SERVICE OFFICER TRAINEE.....	11
MOTOR VEHICLE OFFICE MANAGER 1-2	6
MR/DD ACTIVE TREATMENT PROGRAM SPECIALIST	3
MR/DD ACTIVE TREATMENT PROGRAM TRAINEE	3
NATURAL RESOURCES PROGRAM SPECIALIST 1-2	3
OCDD COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR ...	10
OFFICE COORDINATOR 1-2.....	12
OFFICE MANAGER 1-5.....	12
OFFICE SUPERVISOR.....	12
OSHA OCCUPATIONAL SAFETY CONSULTANT	3
OSHA SAFETY CONSULTANT TRAINEE	3
PARISH HIGHWAY MAINTENANCE SUPERINTENDENT	5
PARK MANAGER TRAINEE.....	3
PARK RANGER 1-2	11
PARTS STORE OPERATOR.....	12
PERSONNEL RECORDS PROCESSOR 1-2	12
PLANNING ANALYST 1, STATE POLICY See STATE POLICY PLANNING	
ANALYST 1	3
POLICE CORPORAL.....	11
POLICE CORPORAL--HEALTH CARE	11
POLICE CORPORAL--PORT.....	11
POLICE CORPORAL--PUBLIC SAFETY.....	11
POLICE CORPORAL--STATE MUSEUM	11
POLICE INVESTIGATOR.....	11
POLICE LIEUTENANT	4
POLICE LIEUTENANT--BRIDGE	4
POLICE LIEUTENANT--HANO/CAPITOL.....	4
POLICE LIEUTENANT--HEALTH CARE.....	4
POLICE LIEUTENANT--LEVEE DISTRICT.....	4
POLICE LIEUTENANT--PORT	4
POLICE LIEUTENANT--PUBLIC SAFETY.....	4
POLICE LIEUTENANT--WEIGHTS AND STANDARDS.....	4
POLICE OFFICER--HANO/CAPITOL	11

POLICE OFFICER--POST CERTIFIED	11
POLICE OFFICER--PUBLIC SAFETY	11
POLICE OFFICER--SAFETY ENFORCEMENT	11
POLICE OFFICER 1-3.....	11
POLICE OFFICER 1-2--BRIDGE	11
POLICE OFFICER 1-2--HEALTH CARE	11
POLICE OFFICER 1-2--LEVEE DISTRICT	11
POLICE OFFICER 1-2--NOCP	11
POLICE OFFICER 1-2--PORT	11
POLICE OFFICER 1-2--STATE MUSEUM	11
POLICE OFFICER 1--WEIGHTS AND STANDARDS.....	11
POLICE RADIO DISPATCHER	12
POLICE SERGEANT.....	11
POLICE SERGEANT--BRIDGE.....	11
POLICE SERGEANT--HANO/CAPITOL	11
POLICE SERGEANT--LEVEE DISTRICT	11
POLICE SERGEANT--PORT.....	11
POLICE SERGEANT--STATE MUSEUM	11
POLICY PLANNING ANALYST 1, STATE	
See STATE POLICY PLANNING ANALYST 1	3
PORT PLANNER 1	3
PRINTING CONSULTANT 1	12
PROBATION AND PAROLE OFFICER 1--ADULT.....	3
PROBATION AND PAROLE OFFICER 1--JUVENILE	3
PROBATION AND PAROLE SUPERVISOR--ADULT	6
PROCUREMENT SPECIALIST 1-4	3
PROGRAM COMPLIANCE ANALYST 1-2.....	3
PROGRAM COMPLIANCE OFFICER 1-3	3
PROGRAM COMPLIANCE OFFICER MANAGER.....	10
PROGRAM COMPLIANCE OFFICER SUPERVISOR.....	6
PROGRAM COORDINATOR--SOCIAL SERVICES.....	10
PROGRAM MANAGER 1-2--DHHR	10
PROGRAM SPECIALIST--SOCIAL SERVICES	6
PROPERTY CONTROL COORDINATOR 1-2.....	3
PROPERTY CONTROL REPRESENTATIVE.....	12
PROPERTY CONTROL SPECIALIST 3	12
PROPRIETARY ACCOUNTING SPECIALIST.....	7
PSC ENFORCEMENT AGENT 1-3	3
PSC SPECIALIST 1&3	3
PSC SPECIALIST SUPERVISOR.....	6
PUBLIC INFORMATION OFFICER 1-2.....	3
PUBLIC LANDS ANALYST 1	3
PUBLIC SERVICE COMMISSION See PSC	
PUBLIC TRANSPORTATION PROGRAM SPECIALIST	3
PURCHASING TECHNICIAN 1-2	12
RADIO COMMUNICATIONS OPERATOR 1.....	12
RADIO OPERATOR 1-2	12
RANDOLPH SHEPPARD MANAGEMENT ANALYST.....	3
RANDOLPH SHEPPARD MANAGEMENT ANALYST TRAINEE.....	3

RANDOLPH SHEPPARD PROGRAM MANAGER.....	6
REAL ESTATE AGENT 1	3
REAL ESTATE EXAMINER 1.....	3
REAL ESTATE PROPERTY APPRAISER 1.....	3
RECOVERY ANALYST 2--OFS.....	3
RECOVERY SPECIALIST, DHHR	
See DHHR RECOVERY SPECIALIST	3
REGISTER EDITOR, STATE	
See STATE REGISTER EDITOR.....	3
REHABILITATION COUNSELOR	3
REHABILITATION COUNSELOR--ENTRY	3
REHABILITATION COUNSELOR ASSOCIATE	12
REHABILITATION EVALUATOR.....	3
REHABILITATION EVALUATOR--ENTRY.....	3
REHABILITATION FACILITY SUPERVISOR.....	3
REHABILITATION INSTRUCTOR 1-2.....	3
REHABILITATION SECRETARY	9
RETIREMENT BENEFITS ANALYST 1-3.....	3
REVENUE ACCOUNTS AUDITOR 1-3	3
REVENUE ANALYST 1-2	12
REVENUE DATA VALIDATION SPECIALIST	12
RISK ANALYST, STATE	
See STATE RISK ANALYST	3
RISK UNDERWRITER 1&3, STATE	
See STATE RISK UNDERWRITER 1&3	3
ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE.....	3
SAFETY PROGRAM COORDINATOR TRAINEE.....	12
SALES CLERK.....	12
SCIENTIFIC RESEARCH TECHNICIAN 1	12
SECRETARY 1-2	9
SOCIAL SERVICES ADMISSIONS COUNSELOR 1-2.....	3
SOCIAL SERVICES ANALYST 1&3.....	3
SOCIAL SERVICES ANALYST SUPERVISOR	6
SOCIAL SERVICES COUNSELOR 1-2	3
SOCIAL SERVICES COUNSELOR--ADOPTION	3
SOCIAL SERVICES COUNSELOR--CHNO.....	3
SOCIAL SERVICES COUNSELOR--OMH.....	3
SOCIAL SERVICES COUNSELOR--OMR/DD	3
SOCIAL SERVICES COUNSELOR--OPRADA.....	3
SOCIAL SERVICES COUNSELOR--PUBLIC HEALTH.....	3
SOCIAL SERVICES COUNSELOR ASSISTANT--OPRADA.....	12
SOCIAL SERVICES COUNSELOR SUPERVISOR	6
SOCIAL SERVICES ELIGIBILITY SUPERVISOR.....	6
SOCIAL SERVICES SUPERVISOR	6
SPECIAL AGENT 1-3, EDG	
See EDG SPECIAL AGENT 1-3.....	3
SPECIAL INVESTIGATOR	11
SPECIALIST 1&3/SPECIALIST SUPERVISOR, PSC	
See PSC SPECIALIST 1&3/SPECIALIST SUPERVISOR	

STATE LOSS PREVENTION OFFICER 1-2	3
STATE POLICE See also POLICE	
STATE POLICE CADET	ii
STATE POLICE COMMUNICATIONS SPECIALIST 1-2	12
STATE POLICE INVESTIGATOR	11
STATE POLICY PLANNING ANALYST 1	3
STATE REGISTER EDITOR	3
STATE RISK ANALYST	3
STATE RISK CLAIMS ADJUSTER 1	3
STATE RISK UNDERWRITER 1&3	3
STATISTICAL TECHNICIAN 1-2	12
STATISTICIAN 1	3
STOCK CLERK 1-2	12
STOCK CLERK SUPERVISOR	12
STORE MANAGER	12
STORE OPERATOR	12
STUDENT LOAN ANALYST 1	3
STUDENT LOAN ANALYST ASSISTANT	3
STUDENT LOAN ASSISTANT ADMINISTRATOR	6
STUDENT LOAN COLLECTOR 1	3
STUDENT LOAN SUPERVISOR	6
TAX COLLECTION ANALYST 1-2	12
TAX COMMISSION SPECIALIST 1-2	3
TAX COMMISSION SUPERVISOR	6
TAX OFFICER 1	3
TAX OFFICER MANAGER	6
TAXPAYER REPRESENTATIVE	12
TELECOMMUNICATIONS CONSULTANT 1	3
TELECOMMUNICATIONS SERVICE REPRESENTATIVE 1	12
TOURISM SUPERVISOR	12
TOURIST INFORMATION ASSISTANT REGIONAL COORDINATOR	3
TOURIST INFORMATION COUNSELOR	12
TRAINING AND DEVELOPMENT COORDINATOR	6
TRAINING AND DEVELOPMENT SPECIALIST 1-3	3
TRANSCRIPTIONIST	9
TRANSPORTATION PERMITS SPECIALIST 1	12
TUMOR REGISTRY TECHNICIAN 1-2	12
TYPIST CLERK 1-3	9
UNDERWRITER 1&3, STATE RISK	
See STATE RISK UNDERWRITER 1&3	3
UNEMPLOYMENT INSURANCE BENEFITS SUPERVISOR 1	6
UNEMPLOYMENT INSURANCE CLAIMS SPECIALIST 1-2	3
UNEMPLOYMENT INSURANCE EMPLOYER ACCOUNTS EXAMINER	3
UNIVERSITY ADMINISTRATIVE SPECIALIST 1-3	12
UNIVERSITY ADMISSIONS ANALYST	12
UNIVERSITY ADMISSIONS/RECORDS TECHNICIAN	12
UNIVERSITY TICKET COORDINATOR	12
VEHICLE FLEET SUPERVISOR	12
VETERANS ASSISTANCE COUNSELOR 1	3

VITAL RECORDS, LOCAL REGISTRAR

See LOCAL REGISTRAR OF VITAL RECORDS 12

VOLUNTEER COORDINATOR 1-2..... 12

VOTER REGISTRATION SPECIALIST 1 12

WAREHOUSE SUPERVISOR 12

WILDLIFE AND FISHERIES COMMUNICATIONS OFFICER..... 12

WILDLIFE AND FISHERIES INVESTIGATOR 11

WILDLIFE AND FISHERIES TECHNICIAN 1-2 13

WILDLIFE EDUCATOR 1-2 3

WILDLIFE ENFORCEMENT CADET 11

WILDLIFE ENFORCEMENT CADET--BOAT 11

WILDLIFE ENFORCEMENT LIEUTENANT 4

WILDLIFE ENFORCEMENT LIEUTENANT--BOAT 4

WORD PROCESSOR OPERATIONS SUPERVISOR 9

WORD PROCESSOR OPERATOR 1-2 9

WORD PROCESSOR OPERATOR SPECIALIST 9

WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 1 3

WORKERS' COMPENSATION MEDICAL SERVICES ANALYST 3

WORKERS' COMPENSATION RECORDS MANAGEMENT ANALYST 1 3

WORKFORCE DEVELOPMENT ASSISTANT 12

WORKFORCE DEVELOPMENT OFFICER 1-4 3

WORKFORCE DEVELOPMENT SUPERVISOR 1-2..... 6