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

8th Edition Revised
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Updated by
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State Library of Louisiana
Baton Rouge, Louisiana
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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://lalibcon.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                20
- 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:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proofing</td>
<td>16</td>
</tr>
<tr>
<td>Coding</td>
<td>20</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.
SERIES 1111

ENGINEERING AIDE TEST

Categories of Questions:

Part 1                     Skills Test
                        100 questions, 7 minutes

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)       20

TOTAL:                      60

PASSING POINT:       None

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
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<tbody>
<tr>
<td>Tabular Completion</td>
<td>10</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>10</td>
</tr>
<tr>
<td>Quantitative Reasoning (Math)</td>
<td>10</td>
</tr>
<tr>
<td>Inference (Logic)</td>
<td>10</td>
</tr>
</tbody>
</table>

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.
SERIES 1700

LAW ENFORCEMENT SUPERVISOR TEST

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comprehension</td>
<td>8</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>5</td>
</tr>
<tr>
<td>Math</td>
<td>7</td>
</tr>
<tr>
<td>Supervision</td>
<td>30</td>
</tr>
</tbody>
</table>

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
Arco. Law Enforcement Positions
Arco. Police Administration and Criminal Investigation
Arco. Police Sergeant, Lieutenant, Captain
Arco. 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
Arco. Practice for Civil Service Promotion
Arco. 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: 10

**TOTAL:** 60

**PASSING POINT:** 22

Recommended Study Guides:

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

Substitutes:

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

Supervision and Report Writing:

- Arco. Management and Administration Quizzer
- Arco. Practice for Civil Service Promotion
- Arco. Supervision Course
PROFESSIONAL SUPERVISOR TEST

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
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<td>In-Basket Exercise</td>
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<tr>
<td>Written Communication Skills</td>
<td>30</td>
</tr>
<tr>
<td>Supervisory Skills</td>
<td>30</td>
</tr>
</tbody>
</table>

**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

Arco. Practice for Civil Service Promotion

Arco. Supervision Course

NLC. Administrative Manager

NLC. Supervisor

Written Communication Skills:

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

Arco. 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 10

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:

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<thead>
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<th>Category</th>
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<td>Math</td>
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</tr>
<tr>
<td>Tables and Charts</td>
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</tr>
</tbody>
</table>

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.
TYPING CAREERS TEST

Categories of Questions:

Plain Copy Typing Test 40 words per minute

Written Questions:

Customer Service 30
Spelling 40
Reading with Understanding 25

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:

<table>
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<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
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<td>Decision Making and Human Relations</td>
<td>13</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>10</td>
</tr>
<tr>
<td>Mathematics</td>
<td>7</td>
</tr>
<tr>
<td>Coding</td>
<td>5</td>
</tr>
<tr>
<td>Reasoning and Problem Solving</td>
<td>13</td>
</tr>
<tr>
<td>English and Effective Writing</td>
<td>12</td>
</tr>
</tbody>
</table>

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.
SERIES 6500

CLERICAL/office/administrative SUPPORT TEST (COAST)

Categories of Questions:

Customer Service 30
Spelling 40
Reading with Understanding 25

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 20

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
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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
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____. Case Worker
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____. Claim Examiner
____. Clerk-Stenographer, Senior
____. College Office Assistant
____. Consumer Affairs Inspector
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____. Fire Administration and Technology
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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
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________________.  Vocabulary and Spelling Success in 20 Minutes a Day
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