

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

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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://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](mailto: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  
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\_\_\_\_. 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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