FINDING STUDY GUIDES FOR STATE CIVIL SERVICE EXAMS:

A MANUAL FOR PUBLIC AND INSTITUTIONAL LIBRARIES

10th Edition, Revised
October 2004
FINDING STUDY GUIDES FOR STATE CIVIL SERVICE EXAMS: A MANUAL
FOR PUBLIC AND INSTITUTIONAL LIBRARIES

10th Edition Revised
October 2004

Compiled by
Gary L. Ferguson

Updated by
Eordonna D’Andrea

State Library of Louisiana
Baton Rouge, Louisiana
# TABLE OF CONTENTS

## PREFACE

<table>
<thead>
<tr>
<th>Series</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1050</td>
<td>Group Benefits Claims Assistant</td>
<td>2</td>
</tr>
<tr>
<td>1111</td>
<td>Engineering Aide Test</td>
<td>3</td>
</tr>
<tr>
<td>1333</td>
<td>Professional Entry Test</td>
<td>4</td>
</tr>
<tr>
<td>1700</td>
<td>Law Enforcement Supervisor Test</td>
<td>5</td>
</tr>
<tr>
<td>2812</td>
<td>Parish Highway Maintenance Superintendent</td>
<td>6</td>
</tr>
<tr>
<td>3700</td>
<td>Professional Supervisor Test</td>
<td>7</td>
</tr>
<tr>
<td>4242</td>
<td>Accounting Paraprofessional Test</td>
<td>8</td>
</tr>
<tr>
<td>4300</td>
<td>Highway Foreman</td>
<td>9</td>
</tr>
<tr>
<td>4900</td>
<td>Manager/Administrator Test</td>
<td>10</td>
</tr>
<tr>
<td>5000</td>
<td>Law Enforcement and Protective Services (LEAPS)</td>
<td>11</td>
</tr>
<tr>
<td>7000</td>
<td>Clerical/Office/Administrative Support Test</td>
<td>12</td>
</tr>
<tr>
<td>7002</td>
<td>Coast Typing Skills Test</td>
<td>13</td>
</tr>
<tr>
<td>7200</td>
<td>Wildlife &amp; Fisheries Technician Exam</td>
<td>14</td>
</tr>
<tr>
<td>7900</td>
<td>Motor Vehicle Compliance Analyst Test</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>TYPES OF QUESTIONS AND RECOMMENDED STUDY GUIDES</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budgeting</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Coding</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>English Grammar/Usage/Correct Expression</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Following Instructions</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Graphs, Charts and Tables/Data Interpretation</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Human Relations</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Logic</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Management and Supervision</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Mathematics/Numerical Relations</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Reading Comprehension</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Reasoning</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Report Writing</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Spelling/Vocabulary</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td><strong>INDEX OF JOB TITLES</strong></td>
<td>24</td>
</tr>
</tbody>
</table>
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 fourteen. 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 Grammar 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 the 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 from Civil Service:

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

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

Study material is also available on the website 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. Motor Vehicle Compliance Analyst Test
10. Professional Entry Test
11. Professional Supervisor 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 LearningExpress Library, 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 selecting their library name and entering their library card number.

LearningExpress Library 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, LearningExpress Library 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@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 or http://www.civilservice.louisiana.gov

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 website at http://www.state.lib.la.us From the State Library’s home page, click on About the State Library, then click on Publications and select this manual from the list.
EXAMINATION OUTLINES

AND

RECOMMENDED STUDY GUIDES
SERIES 1050

GROUP BENEFITS CLAIMS ASSISTANT

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</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 Group Benefits Claims Assistant study booklet.

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 LearningExpress Library database for reading questions.
SERIES 1111

ENGINEERING AIDE TEST

Categories of Questions:

Part 1

Attention to Detail Test
100 questions, 7 minutes

NOTE: These questions test the ability to detect differences between two figures.

Part 2

English Usage 20
Following Directions 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
Koch. Homestudy Course for Civil Service Jobs

Arco. Civil Service Quizzer and Guide

Use any clerical study guide, for math and English.

Attention to Detail Test (Differences between Two Figures):

Arco. Mechanical Aptitude & Spatial Relations Tests
Koch. Mechanical Work Examinations

• Use LearningExpress Library database for English and math questions.
SERIES 1333

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>
</tr>
</thead>
<tbody>
<tr>
<td>Tables and Charts</td>
<td>10</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>10</td>
</tr>
<tr>
<td>Math</td>
<td>10</td>
</tr>
<tr>
<td>Inference (Logic)</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

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):

LearningExpress. 501 Challenging Logic and Reasoning Problems

Mathematics:

Arco. Civil Service Arithmetic and Vocabulary

Tabular Completion:

NLC. Civil Service Graphs, Charts and Tables

- Use LearningExpress Library database for reading and math questions.
SERIES 1700

LAW ENFORCEMENT SUPERVISOR TEST

Categories of Questions:

- Reading Comprehension: 8
- Problem Solving: 5
- Math: 7
- Supervision: 30

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 LearningExpress Library database for reading and math questions.
SERIES 2812

PARISH HIGHWAY MAINTENANCE SUPERINTENDENT

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road and Bridge Maintenance</td>
<td>30</td>
</tr>
<tr>
<td>Supervision</td>
<td>20</td>
</tr>
<tr>
<td>Records and Reports</td>
<td>10</td>
</tr>
</tbody>
</table>

**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
SERIES 3700

PROFESSIONAL SUPERVISOR TEST

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Basket Exercise</td>
<td>25</td>
</tr>
<tr>
<td>Written Communication Skills</td>
<td>30</td>
</tr>
<tr>
<td>Supervisory Skills</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>85</strong></td>
</tr>
<tr>
<td><strong>PASSING POINT:</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

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 LearningExpress Library database for writing questions.
SERIES 4242

ACCOUNTING PARAPROFESSIONAL TEST

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping &amp; Accounting Problems</td>
<td>20</td>
</tr>
<tr>
<td>Mathematics</td>
<td>15</td>
</tr>
<tr>
<td>Journal Problems</td>
<td>15</td>
</tr>
<tr>
<td>Accounting Terms</td>
<td>10</td>
</tr>
</tbody>
</table>

**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 *LearningExpress Library* database for math questions.
SERIES 4300

HIGHWAY FOREMAN

Categories of Questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>30</td>
</tr>
<tr>
<td>Math</td>
<td>10</td>
</tr>
<tr>
<td>Following Instructions/Coding</td>
<td>5</td>
</tr>
<tr>
<td>Tables and Charts</td>
<td>5</td>
</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 LearningExpress Library database for math 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: 12

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)

Learning Express. Police Officer Exam: The South
                   (reading, English grammar, judgment)

NLC. Law Enforcement and Investigation Occupations
      _____ Law Enforcement Candidate Record

Any police work study guide.

Coding:

      NLC. Coding

Reasoning:

LearningExpress. 501 Challenging Logic and Reasoning Problems

- Use LearningExpress Library database for reading, math and English questions.
SERIES 7000/7001

CLERICAL/OFFICE/ADMINISTRATIVE SUPPORT TEST (COAST)

SERIES 7000 Behavior Assessment

**Categories of Questions:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavior Assessment</td>
<td>40</td>
</tr>
</tbody>
</table>

*Note: Same as Biographical Inventory questions on old test.*

SERIES 7001 Office Skills

**Categories of Questions:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service</td>
<td>30</td>
</tr>
<tr>
<td>Spelling</td>
<td>40</td>
</tr>
<tr>
<td>Reading with Understanding</td>
<td>25</td>
</tr>
</tbody>
</table>

**TOTAL:** 95

**PASSING POINT:** None

**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:**

LearningExpress. **1001 Vocabulary and Spelling Questions**

________________. **Practical Spelling**

- Use **Learning Express Library** database for spelling and reading questions.
SERIES 7002

COAST TYPING SKILLS TEST

Basic typing speed and accuracy test.

Candidates have five minutes to type a preset passage as quickly and accurately as possible.

Three keystrokes are subtracted for each error.

Passing is 40 words per minute after deductions for errors.

**Recommended Study Guides:**

Arco. *Civil Service Typing Tests*

[ ]. *Clerical Exams*

[ ]. *Practice for Clerical, Typing and Stenographic Tests*

Any typing or keyboarding manual with sample passages to type for practice.
SERIES 7200

WILDLIFE & FISHERIES TECHNICIAN EXAM

Categories of Questions:

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comprehension</td>
<td>20</td>
</tr>
<tr>
<td>Following Directions/Coding</td>
<td>20</td>
</tr>
</tbody>
</table>

TOTAL: 60

PASSING POINT: 30

Recommended Study Guides:

Use Wildlife & Fisheries Technician Exam study booklet.

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
____. Fish and Wildlife Technician
____. General Clerical and Typing Careers Tests

Substitutes:

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

Coding:

NLC. Coding

- Use LearningExpress Library database for math and reading questions.
MOTOR VEHICLE COMPLIANCE ANALYST TEST

Series 7900 Customer Service Video

Categories of Questions:

Customer Service 47

Note: This part of the test uses a video to present various work situations. Multiple-choice questions require the test taker to choose the best way to handle each situation.

Every answer scores points, some more than others. Passing is 88 out of a possible 175 points.

Series 7901 Written Office Skills

Categories of Questions:

Reading Comprehension 10
Mathematics 10
Coding/Following Instructions 20

TOTAL: 40

PASSING POINT: 21

Recommended Study Guides:

Use Motor Vehicle Compliance Analyst Test study booklet.

Use Sample Questions on Civil Service website.

NLC. Motor Vehicle License Clerk
      Motor Vehicle License Examiner
      Motor Vehicle Officer

Use any clerical or office work study guide.

Coding:

NLC. Coding

- Use LearningExpress Library database for reading and math questions.
TYPES OF QUESTIONS
AND
RECOMMENDED STUDY GUIDES
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

LearningExpress. Civil Service Career Starter
      501 Grammar and Writing Questions
      Grammar Essentials

NLC. Civil Service Grammar and Usage

• LearningExpress Library Database

FOLLOWING INSTRUCTIONS

Arco. Beginning Office Worker
      Cashier
      Clerk N.Y.C.
      Computer Programmer
      Correction Officer
      Employment Security Clerk
      File Clerk
FOLLOWING INSTRUCTIONS CONTINUED

____. General Entrance Series
____. General Test Practice for 92 U.S. Jobs
____. 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

GRAPHICS, 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
GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION
CONTINUED

- Social Case Worker
- Statistician
- Supervising Clerk-Stenographer
- 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

LearningExpress. 501 Challenging Logic and Reasoning Problems

NLC. Logical Reasoning

MANAGEMENT AND SUPERVISION

Arco. Administrative Assistant
- Civil Service Administrative Tests
- Employment Security Clerk
MANAGEMENT AND SUPERVISION CONTINUED

- Federal Service Entrance Exams
- Management and Administration Quizzer
- Practice for Civil Service Promotion
- 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
MATHEMATICS/NUMERICAL RELATIONS CONTINUED

1. Work and Compare Arithmetic
2. Social Welfare and Eligibility Worker Examinations
3. Work and Compare Arithmetic

LearningExpress. Civil Service Career Starter

________________. Practical Math Success in 20 Minutes a Day

NLC. Beginning Office Worker
4. Civil Service Arithmetic
5. Contracts Examiner
6. Head Clerk (Payroll)
7. Professional Trainee

• LearningExpress Library Database

READING COMPREHENSION

LearningExpress. Civil Service Career Starter

________________. 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

LearningExpress. 501 Challenging Logic and Reasoning Problems

NLC. Logical Reasoning

REPORT WRITING

Arco. Addiction Specialist
1. Administrative Assistant
2. Bank Examiner
3. Buyer
4. Case Worker
5. Civil Engineer
6. Claim Examiner
7. Clerk-Stenographer, Senior
8. College Office Assistant
REPORT WRITING CONTINUED

1. Consumer Affairs Inspector
2. Federal Service Entrance Exams
3. Fire Administration and Technology
4. Foreman
5. Investigator/Claim Examiner
6. Junior Administrative Development Exam
7. Management and Administration Quizzer
8. Motor Vehicle License Examiner
9. Parking Enforcement Agent
10. Personnel Examiner
11. Playground and Recreation Director’s Handbook
12. Policewoman
13. Practice for Civil Service Promotion
14. Probation and Parole Officer
15. Professional Trainee, Administrative Aide
16. Senior Clerical Series
17. Social Supervisor
18. State Trooper
19. Supervision Course
20. Traffic Control Agent
21. Treasury Enforcement Agent
22. U.S. Professional Mid-Level Positions

Koch. Federal Service Entrance Exams

LearningExpress. 501 Grammar and Writing Questions

NLC. Investigator-Inspector
1. Personnel Assistant
2. Personnel Technician
3. Professional Careers Test

SPELLING/VOCABULARY

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

LearningExpress. Civil Service Career Starter
1. 1001 Vocabulary and Spelling Questions
2. Practical Spelling
3. Practical Vocabulary
4. Vocabulary and Spelling Success in 20 Minutes a Day
INDEX OF JOB TITLES

ACCOUNTING CLERK ................................................................. 12
ACCOUNTING SPECIALIST 1-2 .................................................. 8
ACCOUNTING SPECIALIST SUPERVISOR ................................. 8
ACCOUNTING TECHNICIAN ....................................................... 8

ACTIVE TREATMENT PROGRAM SPECIALIST/TRAINEE
See MR/DD ACTIVE TREATMENT PROGRAM SPECIALIST/TRAINEE... 4

ADMINISTRATIVE DIRECTOR 1-3 .............................................. 7
ADMINISTRATIVE MANAGER 1-2 ............................................... 4
ADMINISTRATIVE MANAGER 3-4 .............................................. 7
ADMINISTRATIVE SECRETARY ................................................. 12
ADMINISTRATIVE SERVICES ASSISTANT/SECRETARY ............... 12
ADMINISTRATIVE SPECIALIST 1-3 ........................................... 12
ADMINISTRATIVE SPECIALIST 4-5 ........................................... 4

AGRICULTURAL ENVIRONMENTAL SPECIALIST 1 .................. 4
AGRICULTURAL MARKETING TRAINEE ...................................... 4
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1 .......... 4

COMMUNITY SERVICES SPECIALIST 1, OCDD
See OCDD COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR 12

COMMUNITY SERVICES SPECIALIST 1,
See OCDD COMMUNITY SERVICES SPECIALIST 1 .................... 4

COMMUNITY SERVICES SPECIALIST SUPERVISOR
<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>See OCDD Community Services Specialist Supervisor</td>
<td>7</td>
</tr>
<tr>
<td>COMMUNITY SERVICES BLOCK GRANTS SPECIALIST</td>
<td>4</td>
</tr>
<tr>
<td>COMPLIANCE PROGRAMS SPECIALIST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>CONSERVATION ENFORCEMENT SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CONTRACTOR LICENSING COMPLIANCE AREA SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>CONTRACTOR LICENSING INVESTIGATOR 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CONTRACTS/GRANTS REVIEWER 1</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS ARDC SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS CADET</td>
<td>ii</td>
</tr>
<tr>
<td>CORRECTIONS CLASSIFICATION OFFICER 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS INTERNAL AFFAIRS INVESTIGATOR 1</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS RECORDS SYSTEM ANALYST</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS RECORDS SYSTEM ANALYST TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>CORRECTIONS SOCIAL SERVICES COUNSELOR 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CRIME LABORATORY TECHNICIAN 1</td>
<td>12</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE POLICY PLANNER 1-2</td>
<td>4</td>
</tr>
<tr>
<td>CRIMINAL JUSTICE POLICY PLANNER TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>CRIMINAL RECORDS ANALYST 1-4</td>
<td>12</td>
</tr>
<tr>
<td>CULTURAL PROGRAM ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>DOTD INTERMODAL TRANSPORTATION SPECIALIST 2</td>
<td>4</td>
</tr>
<tr>
<td>DOTD LOSS PREVENTION OFFICER 2-3</td>
<td>4</td>
</tr>
<tr>
<td>DAY CARE CENTER DIRECTOR--HEAL</td>
<td>7</td>
</tr>
<tr>
<td>DEALER SUPPORT TECHNICIAN 1</td>
<td>12</td>
</tr>
<tr>
<td>DEPUTY STATE FIRE MARSHAL 1--ARSON</td>
<td>11</td>
</tr>
<tr>
<td>DHHR RECOVERY SPECIALIST</td>
<td>4</td>
</tr>
<tr>
<td>DISEASE INTERVENTION SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>DISEASE INTERVENTION SPECIALIST 4-5</td>
<td>7</td>
</tr>
<tr>
<td>ECONOMIC DEVELOPMENT RESEARCH ANALYST TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>EDITOR, STATE REGISTER</td>
<td>4</td>
</tr>
<tr>
<td>See STATE REGISTER EDITOR</td>
<td>4</td>
</tr>
<tr>
<td>EDUCATION INFORMATION CONSULTANT 1</td>
<td>4</td>
</tr>
<tr>
<td>ELECTION COST DISTRIBUTION SPECIALIST</td>
<td>12</td>
</tr>
<tr>
<td>ELECTION COST DISTRIBUTION SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>ELECTION SPECIALIST 1</td>
<td>12</td>
</tr>
<tr>
<td>ELECTIONS PROGRAM SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>EMPLOYMENT SECURITY OPERATIONS ANALYST 1-2</td>
<td>7</td>
</tr>
<tr>
<td>ENERGY PROGRAM PLANNER 1</td>
<td>4</td>
</tr>
<tr>
<td>ENFORCEMENT AGENT 1-3 See PSC ENFORCEMENT AGENT 1-3</td>
<td>4</td>
</tr>
<tr>
<td>ENGINEERING TECHNICIAN 1</td>
<td>3</td>
</tr>
<tr>
<td>ENVIRONMENTAL IMPACT SPECIALIST 1&amp;3</td>
<td>4</td>
</tr>
<tr>
<td>ENVIRONMENTAL PROGRAM ANALYST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>ENVIRONMENTAL PROJECT SPECIALIST 1</td>
<td>4</td>
</tr>
<tr>
<td>EXAMINER FOR A PSYCHOLOGIST--CORRECTIONS</td>
<td>4</td>
</tr>
<tr>
<td>EXECUTIVE SECRETARY</td>
<td>12</td>
</tr>
<tr>
<td>EXECUTIVE SERVICES ASSISTANT</td>
<td>12</td>
</tr>
<tr>
<td>EXECUTIVE STAFF OFFICER</td>
<td>7</td>
</tr>
<tr>
<td>FAMILY SUPPORT ASSISTANT PARISH MANAGER</td>
<td>10</td>
</tr>
<tr>
<td>FAMILY SUPPORT PARISH MANAGER 1-2</td>
<td>10</td>
</tr>
<tr>
<td>FAMILY SUPPORT PROGRAM ASSISTANT DIRECT</td>
<td>7</td>
</tr>
</tbody>
</table>
FAMILY SUPPORT PROGRAM COORDINATOR ................................................................. 4
FAMILY SUPPORT PROGRAM SPECIALIST 1-2 ......................................................... 7
FEDERAL ENERGY ANALYST 1-2 ................................................................................ 4
FEDERAL PROGRAM EVALUATOR ............................................................................. 4
FEDERAL TRAINING PROGRAMS SUPERVISOR ....................................................... 7
FINANCIAL INSTITUTIONS INVESTIGATOR 1-2 ....................................................... 4
FIRE MARSHAL 1--ARSON, DEPUTY STATE
   See DEPUTY STATE FIRE MARSHAL 1--ARSON .............................................. 11
FLOOD INSURANCE PROGRAM CORDINATOR 1-2 .................................................. 4
FOOD DISTRIBUTION PROGRAM MANAGER .................................................................. 4
FORMS CONTROL SPECIALIST ................................................................................... 12
FORMS MANAGEMENT ANALYST .............................................................................. 4
FRAUD DETECTION UNIT SUPERVISOR--OFS ........................................................... 7
FRAUD INVESTIGATOR 1-2--OFS ............................................................................... 4
FRAUD INVESTIGATOR—OPPHS ............................................................................... 4
FS See FAMILY SUPPORT
GAME WARDEN See WILDLIFE ENFORCEMENT CADET .............................................. 11
GEOLOGIST 1 .................................................................................................................... 4
GROUP BENEFITS CLAIMS ADJUSTER 1 .................................................................... 12
GROUP BENEFITS PROGRAM ASSISTANT .................................................................. 2
GROUP BENEFITS SPECIALIST 1-2 .............................................................................. 4
GROUP BENEFITS SPECIALIST SUPERVISOR 1............................................................ 7
HABILITATION INSTRUCTOR 1-2 ................................................................................... 4
HEALTH INFORMATION PROCESSOR ....................................................................... 12
HEALTH INFORMATION PROCESSOR SUPERVISOR .................................................... 12
HEALTH SERVICES ACCOUNTS SPECIALIST .......................................................... 12
HEALTH SERVICES ACCOUNTS SUPERVISOR .......................................................... 4
HEALTH SERVICES FINANCING POLICY ANALYST 1-2 ............................................ 4
HEALTH SERVICES FINANCING POLICY SUPERVISOR ............................................. 7
HEALTH SERVICES FINANCING PROGRAM DIRECTOR .............................................. 10
HEALTH SERVICES FINANCING PROGRAM MANAGER ........................................... 10
HEALTH SERVICES FINANCING PROGRAM SPECIALIST ......................................... 4
HEARING REPORTER 1-2 .............................................................................................. 12
HIGHWAY FOREMAN 1-2 ............................................................................................... 9
HIGHWAY MAINTENANCE SUPERINTENDENT
   See PARISH HIGHWAY MAINTENANCE SUPERINTENDENT .................................. 6
HIGHWAY SAFETY COMMISSION, LOUISIANA See LHSC ............................................. 4
HOSPITAL ADMISSIONS TECHNICIAN ........................................................................ 12
HOSPITAL ADMISSIONS TECHNICIAN--LEADWORKER ............................................ 12
HOSPITAL ADMISSIONS TECHNICIAN--TRAINEE ...................................................... 12
HOUSING AUTHORITY ASSISTANT MODERNIZATION COORDINATOR ............... 4
HOUSING AUTHORITY TENANT RELATIONS WORKER ........................................... 12
HOUSING AUTHORITY TENANT SELECTION WORKER ............................................ 12
HOUSING COUNSELOR 1-2 ........................................................................................... 12
HOUSING FINANCE PROGRAM/COMPLIANCE SPECIALIST 1-3 ................................ 4
HUMAN RESOURCES ANALYST 1-3 .............................................................................. 4
HUMAN RESOURCES MANAGER 1-2 ........................................................................... 7
HUMAN RESOURCES PROGRAM CONSULTANT 1-3 .................................................. 4
IMMUNIZATION PROGRAM CONSULTANT .................................................................. 4
<table>
<thead>
<tr>
<th>Position</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNIZATION PROGRAM CONSULTANT TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>IMMUNIZATION PROGRAM SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY APPLICATIONS PROGRAMMER 1</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY EQUIPMENT OPERATOR 1</td>
<td>12</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY LIAISON OFFICER 1</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY OFFICE SPECIALIST 1-2</td>
<td>12</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY PRODUCTION CONTROL TECHNICIAN 1</td>
<td>12</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ANALYST 1</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ASSISTANT DIRECTOR</td>
<td>10</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY TELECOMMUNICATIONS ANALYST MANAGER 2</td>
<td>10</td>
</tr>
<tr>
<td>INSURANCE COMPLIANCE EXAMINER SPECIALIST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>INSURANCE COMPLIANCE EXAMINER SPECIALIST SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>INSURANCE COMPLIANCE TECHNICIAN 1-2</td>
<td>12</td>
</tr>
<tr>
<td>INTELLIGENCE ANALYST 1</td>
<td>4</td>
</tr>
<tr>
<td>INTERPRETIVE PROGRAM DEVELOPER</td>
<td>4</td>
</tr>
<tr>
<td>INVESTIGATOR ADMINISTRATIVE</td>
<td>4</td>
</tr>
<tr>
<td>INVESTIGATOR, STATE POLICE See STATE POLICE INVESTIGATOR 1-2</td>
<td>11</td>
</tr>
<tr>
<td>LABOR MARKET SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>LABOR MARKET SPECIALIST SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>LABORATORY STOCKROOM COORDINATOR</td>
<td>12</td>
</tr>
<tr>
<td>LAND SPECIALIST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>LEGAL SECRETARY 1-2</td>
<td>12</td>
</tr>
<tr>
<td>LHSC PROGRAM COORDINATOR 2</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARIAN 1</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARY SPECIALIST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARY SPECIALIST SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>LICENSING ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>LICENSING ANALYST SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>LICENSING ASSISTANT</td>
<td>12</td>
</tr>
<tr>
<td>LICENSING SPECIALIST 1--DSS</td>
<td>4</td>
</tr>
<tr>
<td>LOUISIANA HIGHWAY SAFETY COMMISSION See LHSC</td>
<td>4</td>
</tr>
<tr>
<td>MANAGEMENT ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>MARKETING REPRESENTATIVE 1-2</td>
<td>4</td>
</tr>
<tr>
<td>MARKETING REPRESENTATIVE SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>MARKETING SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>MEDICAID ANALYST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>MEDICAID ANALYST SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>MEDICAL SECRETARY</td>
<td>12</td>
</tr>
<tr>
<td>MEDICAL TRANSCRIPTIONIST</td>
<td>12</td>
</tr>
<tr>
<td>MEDICAL TRANSCRIPTIONIST SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>MENTALLY RETARDED/DEVELOPMENTALLY DISABLED See MR/DD</td>
<td>4</td>
</tr>
<tr>
<td>MICROGRAPhICS SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>MICROGRAPhICS TECHNICIAN 1-2</td>
<td>12</td>
</tr>
<tr>
<td>MINERAL LEASE ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>MINERAL PRODUCTION ANALYST 1</td>
<td>4</td>
</tr>
<tr>
<td>MINERAL PRODUCTION SPECIALIST</td>
<td>4</td>
</tr>
<tr>
<td>Position</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>MOTOR VEHICLE COMMISSION INVESTIGATOR 1</td>
<td>11</td>
</tr>
<tr>
<td>MOTOR VEHICLE COMPLIANCE ANALYST 1</td>
<td>15</td>
</tr>
<tr>
<td>MOTOR VEHICLE FIELD SERVICE OFFICER</td>
<td>11</td>
</tr>
<tr>
<td>MOTOR VEHICLE FIELD SERVICE OFFICER TRAINEE</td>
<td>11</td>
</tr>
<tr>
<td>MR/DD ACTIVE TREATMENT PROGRAM SPECIALIST</td>
<td>4</td>
</tr>
<tr>
<td>MR/DD ACTIVE TREATMENT PROGRAM TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>OCDD COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR</td>
<td>10</td>
</tr>
<tr>
<td>OCDD COMMUNITY SERVICES SPECIALIST 1</td>
<td>4</td>
</tr>
<tr>
<td>OCDD COMMUNITY SERVICES SPECIALIST SUPERVISOR</td>
<td>7</td>
</tr>
<tr>
<td>OFFICE COORDINATOR 1-2</td>
<td>12</td>
</tr>
<tr>
<td><strong>OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>See OCDD</td>
<td></td>
</tr>
<tr>
<td>OFFICE MANAGER 1-5</td>
<td>12</td>
</tr>
<tr>
<td><strong>OFFICE OF REGULATORY SERVICES</strong> See ORS</td>
<td>4</td>
</tr>
<tr>
<td>OFFICE SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>ORS ASSISTANT 1</td>
<td>12</td>
</tr>
<tr>
<td>ORS SPECIALIST 1-4</td>
<td>4</td>
</tr>
<tr>
<td>OSHA SAFETY CONSULTANT TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>PARISH HIGHWAY MAINTENANCE SUPERINTENDENT</td>
<td>6</td>
</tr>
<tr>
<td>PARK MANAGER TRAINEE</td>
<td>4</td>
</tr>
<tr>
<td>PARK RANGER 1-2</td>
<td>11</td>
</tr>
<tr>
<td>PARTS STORE OPERATOR</td>
<td>12</td>
</tr>
<tr>
<td>PERMITS COORDINATOR</td>
<td>7</td>
</tr>
<tr>
<td><strong>PLANNING ANALYST 1, STATE POLICY</strong> See STATE POLICY PLANNING ANALYST</td>
<td>4</td>
</tr>
<tr>
<td>POLICE CORPORAL</td>
<td>11</td>
</tr>
<tr>
<td>POLICE CORPORAL--HEALTH CARE</td>
<td>11</td>
</tr>
<tr>
<td>POLICE CORPORAL--PORT</td>
<td>11</td>
</tr>
<tr>
<td>POLICE CORPORAL--PUBLIC SAFETY</td>
<td>11</td>
</tr>
<tr>
<td>POLICE CORPORAL--STATE MUSEUM</td>
<td>11</td>
</tr>
<tr>
<td>POLICE INVESTIGATOR</td>
<td>11</td>
</tr>
<tr>
<td>POLICE LIEUTENANT</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--BRIDGE</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--HANO/CAPITOL</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--HEALTH CARE</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--LEVEE DISTRICT</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--PORT</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--PUBLIC SAFETY</td>
<td>5</td>
</tr>
<tr>
<td>POLICE LIEUTENANT--WEIGHTS AND STANDARDS</td>
<td>5</td>
</tr>
<tr>
<td>POLICE OFFICER--HANO/CAPITOL</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER--POST CERTIFIED</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER--PUBLIC SAFETY</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER--SAFETY ENFORCEMENT</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-3</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-2--BRIDGE</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-2--HEALTH CARE</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-2--LEVEE DISTRICT</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-2--NOCp</td>
<td>11</td>
</tr>
<tr>
<td>POLICE OFFICER 1-2--PORT</td>
<td>11</td>
</tr>
</tbody>
</table>

28
POLICE OFFICER 1-2--STATE MUSEUM ................................................................. 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 PLANNER 1 ............................................................................................. 11
PRINTING CONSULTANT 1 ............................................................................... 12
PROBATION AND PAROLE OFFICER 1--ADULT .............................................. 12
PROBATION AND PAROLE OFFICER 1--JUVENILE .......................................... 12
PROBATION AND PAROLE SUPERVISOR--ADULT ............................................. 10
PROBATION AND PAROLE SUPERVISOR--JUVENILE ....................................... 10
PROCUREMENT SPECIALIST 1-4 ..................................................................... 12
PROGRAM COMPLIANCE ANALYST 1-2............................................................. 12
PROGRAM COMPLIANCE OFFICER 1-3 ............................................................. 12
PROGRAM COMPLIANCE OFFICER MANAGER ............................................... 12
PROGRAM COMPLIANCE OFFICER SUPERVISOR ............................................ 12
PROGRAM COORDINATOR--SOCIAL SERVICES ............................................ 12
PROGRAM MANAGER 1-2--DHHR ................................................................. 12
PROGRAM SPECIALIST--SOCIAL SERVICES ................................................. 12
PROPERTY CONTROL COORDINATOR 1-2 .................................................... 12
PROPERTY CONTROL SPECIALIST 3 ............................................................. 12
PSC ENFORCEMENT AGENT 1-3 ................................................................. 12
PSC SPECIALIST 1&3 .......................................................................................... 12
PSC SPECIALIST SUPERVISOR ........................................................................ 12
PUBLIC INFORMATION OFFICER 1-2 ............................................................ 12
PUBLIC LANDS ANALYST 1 ............................................................................. 12
Purchasing Technician 1-2 ............................................................................. 12
RANDOLPH SHEPPARD MANAGEMENT ANALYST ...................................... 12
RANDOLPH SHEPPARD PROGRAM MANAGER ............................................. 12
REAL ESTATE/APPRAISAL INVESTIGATOR 1 ............................................... 12
REAL ESTATE/APPRAISAL INVESTIGATOR 4 ............................................... 12
REAL ESTATE SPECIALIST 1 ............................................................................ 12
RECOVERY ANALYST 2--OFS ......................................................................... 12
RECOVERY SPECIALIST, DHHR ..................................................................... 12
REGISTER EDITOR, STATE ............................................................................ 12
Rehabilitation Counselor ............................................................................... 12
Rehabilitation Counselor--ENTRY .................................................................. 12
Rehabilitation Counselor Associate ............................................................... 12
Rehabilitation Evaluator ................................................................................ 12
Rehabilitation Evaluator--ENTRY .................................................................. 12
Rehabilitation Instructor 1-2 .......................................................................... 12
Retirement Benefits Analyst 1-3 .................................................................... 12
PUBLIC SERVICE COMMISSION See PSC
PURCHASING TECHNICIAN 1-2 ...................................................................... 12
RANDOLPH SHEPPARD MANAGEMENT ANALYST ...................................... 12
RANDOLPH SHEPPARD MANAGEMENT ANALYST TRAINEE ...................... 12
RANDOLPH SHEPPARD PROGRAM MANAGER ............................................. 12
REAL ESTATE/APPRAISAL INVESTIGATOR 1 ............................................... 12
REAL ESTATE/APPRAISAL INVESTIGATOR 4 ............................................... 12
REAL ESTATE SPECIALIST 1 ............................................................................ 12
RECOVERY ANALYST 2--OFS ......................................................................... 12
RECOVERY SPECIALIST, DHHR See DHHR RECOVERY SPECIALIST ................. 4
REGISTER EDITOR, STATE See STATE REGISTER EDITOR.............................. 4
Rehabilitation Counselor ............................................................................... 4
Rehabilitation Counselor--ENTRY .................................................................. 4
Rehabilitation Counselor Associate ............................................................... 4
Rehabilitation Evaluator ................................................................................ 4
Rehabilitation Evaluator--ENTRY .................................................................. 4
Rehabilitation Instructor 1-2 .......................................................................... 4
Retirement Benefits Analyst 1-3 .................................................................... 4
RETIREMENT BENEFITS SUPERVISOR/CONSULTANT ...........................................7
REVENUE ACCOUNTS AUDITOR 1-3 .................................................................4
REVENUE ANALYST 1-2 ..................................................................................4
RISK ADJUSTER 1-3 See STATE RISK ADJUSTER 1-3 ...................................12
RISK ANALYST, STATE
  See STATE RISK ANALYST ........................................................................4
RISK UNDERWRITER 1&3, STATE
  See STATE RISK UNDERWRITER 1&3 ......................................................4
ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE ....4
SAFETY PROGRAM COORDINATOR TRAINEE ........................................12
SECRETARY 1-2 .........................................................................................12
SOCIAL SERVICES ADMISSIONS COUNSELOR 1-2 .....................................4
SOCIAL SERVICES ANALYST 1-3 ................................................................4
SOCIAL SERVICES ANALYST SUPERVISOR ...............................................7
SOCIAL SERVICES COUNSELOR 1-4 ............................................................4
SOCIAL SERVICES COUNSELOR ASSISTANT--OPRADA ......................12
SOCIAL SERVICES SUPERVISOR ...............................................................7
SPECIAL INVESTIGATOR .............................................................................11
SPECIALIST 1&3/SPECIALIST SUPERVISOR, PSC
  See PSC SPECIALIST 1&3/SPECIALIST SUPERVISOR ..........................4
STATE LOSS PREVENTION OFFICER 1-2 ..................................................4
STATE POLICE See also POLICE
  STATE POLICE CADET ........................................................................... ii
  STATE POLICE COMMUNICATIONS SPECIALIST 1-2 .........................12
  STATE POLICE INVESTIGATOR 1-2 .........................................................11
  STATE REGISTER EDITOR .......................................................................4
  STATE RISK ADJUSTER 1-3 ..................................................................4
  STATE RISK ANALYST ...........................................................................4
  STATE RISK UNDERWRITER 1&3 ...........................................................4
  STATISTICAL TECHNICIAN 1-2 ...............................................................12
  STATISTICIAN 1 .....................................................................................4
  STOCK CLERK 1-2 ................................................................................12
  STOCK CLERK SUPERVISOR .................................................................12
  STORE MANAGER ..................................................................................12
  STORE OPERATOR ..................................................................................12
  STUDENT FINANCIAL AID ASSISTANT ADMINISTRATOR ......................7
  STUDENT FINANCIAL AID SPECIALIST 1 ..............................................4
  STUDENT FINANCIAL AID SUPERVISOR ..............................................7
  STUDENT LOAN ANALYST 1-2 .................................................................4
  STUDENT LOAN COLLECTOR 1 ...............................................................4
  TAX COLLECTION ANALYST 1-2 .........................................................12
  TAX COMMISSION SPECIALIST 1-2 ......................................................4
  TAX COMMISSION SUPERVISOR ...........................................................7
  TAX OFFICER 1 ......................................................................................4
  TAX OFFICER MANAGER ....................................................................7
  TAXPAYER REPRESENTATIVE .................................................................12
  TELECOMMUNICATIONS CONSULTANT 1 ..........................................4
  TELECOMMUNICATIONS SERVICE REPRESENTATIVE 1 ..................12
  TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR ...4
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOURISM INFORMATION COUNSELOR 2-3</td>
<td>12</td>
</tr>
<tr>
<td>TOURISM SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>TRAINING AND DEVELOPMENT COORDINATOR</td>
<td>7</td>
</tr>
<tr>
<td>TRAINING AND DEVELOPMENT SPECIALIST 1-3</td>
<td>4</td>
</tr>
<tr>
<td>TRANSCRIPTIONIST</td>
<td>12</td>
</tr>
<tr>
<td>TRANSPORTATION PERMITS SPECIALIST 1-3</td>
<td>12</td>
</tr>
<tr>
<td>TUMOR REGISTRY TECHNICIAN 1-3</td>
<td>12</td>
</tr>
<tr>
<td>TYPIST CLERK 1-3</td>
<td>12</td>
</tr>
<tr>
<td>UNDERWRITER 1&amp;3, STATE RISK</td>
<td>4</td>
</tr>
<tr>
<td>See STATE RISK UNDERWRITER 1&amp;3</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY ADMINISTRATIVE SPECIALIST 1-3</td>
<td>12</td>
</tr>
<tr>
<td>UNIVERSITY ADMISSIONS ANALYST</td>
<td>12</td>
</tr>
<tr>
<td>UNIVERSITY ADMISSIONS/RECORDS TECHNICIAN</td>
<td>12</td>
</tr>
<tr>
<td>VEHICLE FLEET SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>VETERANS ASSISTANCE COUNSELOR 1</td>
<td>4</td>
</tr>
<tr>
<td>VOLUNTEER COORDINATOR 1-2</td>
<td>12</td>
</tr>
<tr>
<td>WAREHOUSE SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>WILDLIFE AND FISHERIES COMMUNICATIONS OFFICER 1</td>
<td>12</td>
</tr>
<tr>
<td>WILDLIFE AND FISHERIES LICENSING ANALYST 1</td>
<td>12</td>
</tr>
<tr>
<td>WILDLIFE AND FISHERIES LICENSING SPECIALIST 2</td>
<td>4</td>
</tr>
<tr>
<td>WILDLIFE AND FISHERIES TECHNICIAN 1-2</td>
<td>14</td>
</tr>
<tr>
<td>WILDLIFE EDUCATOR 1-3</td>
<td>4</td>
</tr>
<tr>
<td>WILDLIFE ENFORCEMENT CADET</td>
<td>11</td>
</tr>
<tr>
<td>WILDLIFE ENFORCEMENT CADET--BOAT</td>
<td>11</td>
</tr>
<tr>
<td>WILDLIFE ENFORCEMENT LIEUTENANT</td>
<td>5</td>
</tr>
<tr>
<td>WILDLIFE ENFORCEMENT LIEUTENANT--BOAT</td>
<td>5</td>
</tr>
<tr>
<td>WORD PROCESSOR OPERATIONS SUPERVISOR</td>
<td>12</td>
</tr>
<tr>
<td>WORD PROCESSOR OPERATOR 1-2</td>
<td>12</td>
</tr>
<tr>
<td>WORD PROCESSOR OPERATOR SPECIALIST</td>
<td>12</td>
</tr>
<tr>
<td>WORKERS’ COMPENSATION DISPUTE RESOLUTION SPECIALIST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>WORKERS’ COMPENSATION MEDICAL SERVICES ANALYST</td>
<td>4</td>
</tr>
<tr>
<td>WORKERS’ COMPENSATION RECORDS MANAGEMENT ANALYST 1-2</td>
<td>4</td>
</tr>
<tr>
<td>WORKFORCE DEVELOPMENT ASSISTANT 1-2</td>
<td>12</td>
</tr>
<tr>
<td>WORKFORCE DEVELOPMENT OFFICER 1-3</td>
<td>4</td>
</tr>
<tr>
<td>WORKFORCE DEVELOPMENT SUPERVISOR 1-2</td>
<td>7</td>
</tr>
</tbody>
</table>