



**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

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Compiled by
Gary L. Ferguson

Updated by
Eordonna D'Andrea

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 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://lplibcon.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	<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@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:

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 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.

ENGINEERING AIDE TEST

Categories of Questions:

Part 1	Attention to Detail Test 100 questions, 7 minutes
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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)	<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

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.

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.

Tables and Charts	10
Reading Comprehension	10
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):

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.

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 **LearningExpress Library** database for reading and math questions.

SERIES 2812

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 **LearningExpress Library** database for writing questions.

SERIES 4242

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 **LearningExpress Library** database 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 **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

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)

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:

Behavior Assessment	40
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Note: Same as Biographical Inventory questions on old test.

SERIES 7001 Office Skills

Categories of Questions:

Customer Service	30
Spelling	40
Reading with Understanding	<u>25</u>
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:

Mathematics	20
Reading Comprehension	20
Following Directions/Coding	<u>20</u>
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
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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	<u>20</u>
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

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

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

- ____. Work and Compare Arithmetic
- ____. Social Welfare and Eligibility Worker Examinations
- ____. Work and Compare Arithmetic

LearningExpress. Civil Service Career Starter
____. Practical Math Success in 20 Minutes a Day

- NLC. Beginning Office Worker
- ____. Civil Service Arithmetic
 - ____. Contracts Examiner
 - ____. Head Clerk (Payroll)
 - ____. 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
- ____. Administrative Assistant
 - ____. Bank Examiner
 - ____. Buyer
 - ____. Case Worker
 - ____. Civil Engineer
 - ____. Claim Examiner
 - ____. Clerk-Stenographer, Senior
 - ____. College Office Assistant

REPORT WRITING CONTINUED

- ____. Consumer Affairs Inspector
- ____. Federal Service Entrance Exams
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- ____. Foreman
- ____. Investigator/Claim Examiner
- ____. Junior Administrative Development Exam
- ____. Management and Administration Quizzer
- ____. 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

LearningExpress. 501 Grammar and Writing Questions

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

SPELLING/VOCABULARY

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

- LearningExpress. Civil Service Career Starter
- ____. 1001 Vocabulary and Spelling Questions
 - ____. Practical Spelling
 - ____. Practical Vocabulary
 - ____. Vocabulary and Spelling Success in 20 Minutes a Day

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INDEX OF JOB TITLES

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