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However, not all veterans qualify. What civil service positions require passing the civil service exam? Top-scoring candidates on the eligibility list are invited in for interviews. Test Structure: NY State civil service exams typically include the following: Written exam, oral exam, performance exam, and training and experience evaluation. There are essentially three types of tests: Exams by Role - testing related to a specific positionSupervisory Test Battery - work simulation testManagement Test Battery - work simulation testBilingual Skills Testing Exam Announcements and Information: Civil service exam information is included in the job announcement and on the CSC website. Test Results: Test results are delivered by mail. Each question is multiple choice, and typically features some type of time limit. New York City (NYC) Civil Service Tests If you want to work for New York City, most likely you'll have to take a test. This Account Clerk Exam Study Guide book preparation system will help you to focus on specific test content so that you don't have to spend countless hours studying the wrong material. To view this video please enable JavaScript, and consider upgrading to a web browser that supports HTML5 video Features Our Study Guide Online Re-Sellers Bookstore Type Up-to-Date Common Content Practice Test with Explanations Special Discount Price FREE Bonus Materials Account Clerk Exam Study Guide Book Content Summary Auditing Government Record Keeping Journal Problems and Accounting Entries Bookkeeping and Accounting Principles Accounting Terminology Working with the Public and Relations Filing and Proofing Coding and Checking Understanding Graphs, Charts and Tabular Information Mathematics Understanding and Interpreting Written Information Grammar, Punctuation and Organization 200+ Pages of Preparation Material 130+ Practice Test Questions Answer Key to the Practice Exam WITH Explanations Illustrative Example Exercises General Test Format Discussion Special "tips" and "tricks" Expert Created Time Tested Passing Solution! Up-to-Date Account Clerk Exam Prep Instant Access to All the Materials Available as an Instant Download PDF Format And More! Join Other Successful Clients And Get Started Today! Plus, this Exclusive Special Offer... You'll be tested on your verbal, clerical, and mathematical skills. Exams are given at testing centers across the state. Candidates who pass are placed on an eligible list. And you gain access immediately after purchase. Including - an explanation of what to expect, introduction to the different question formats, review of test topics and more. Generally speaking, each state's Civil Service Department is tasked with creating, scheduling and administering the civil service exam. The entire review and preparation package is now available to you via instant download. Individuals who pass a test are placed on an eligible list, where they are considered for open positions. Connecticut (CT) Civil Service Tests Connecticut has over 40,000 people on its state's payroll. If you'd like to be part of the team serving the citizens of the state you will need to pass a civil services exam first. Administered by: The Department of Administrative Services manages Connecticut's civil services exams. Test Structure: Civil service tests in Connecticut at multiple choice and tailored to the role. Once you have passed a test you will not need to take the test again for similar jobs within the agency. Test takers can also find test information guides which include a number of sample questions, content covered, and different sections within the test. Test Results: Most tests are scored immediately, and include a section-by-section breakdown. Exam Announcements: When government agencies want to build up their list of candidates for different positions, they release an exam announcement. That being said, civil service tests from all branches of the government have much in common. Hiring managers review candidates on the list when determining who to hire. New Jersey (NJ) Civil Service Test New Jersey boasts almost 90,000 state employees, providing employment in a wide array of fields. Final results are mailed to test takers once the results list is established. Passing Scores: Most tests require 70% to pass. Fees may include both a test-taking fee and a filing fee. It is used if the job you are applying for involves tasks such as proofreading, editing, organizing files of related materials, and following written instructions. Most civil services roles require a multiple choice test, which will be customized to the role. However, some still use paper question books and answer sheets. Administered by: The State of Massachusetts administers its tests. Test Structure: The Massachusetts civil service exam is a multiple choice test given to all civil service applicants. Each job listing includes the test you are required to take to be considered for the position. Some positions may require additional tests. Gain the competitive edge over the others testers by getting laser-focused on only the most relevant material that you need to know in order to pass. If your state isn't listed below, let us know and we'll make sure it's included in the next update. If you'd like to work for Massachusetts you will need to pass a civil service exam. There is also a law enforcement exam, firefighter exam, and maintenance workers exam given to candidates for those roles. Regardless of where you are applying, expect your exam to test your verbal, clerical, and mathematical abilities. Tests are multiple choice, and the exact content of each test is based on the position. There is no single civil service exam, and no single test provider. The Louisiana Online Civil Service FAQ page contains a list that shows you which tests need to be taken for various roles. Test Results: Test results are delivered by email or mail, usually within a week of completing the test. Passing Scores: Passing scores range from 70-100. To pass the test most agencies require you to take dictation at 80 WPM. Math Skills The difficulty of the math exam is based on the role that you are applying for. What is included in my civil service exam? However, before you can get hired, you'll probably need to pass a civil service test. Tests are based on the position being applied for, and can include: Written, oral, typing, and experience. Exam Announcements and Information: Each exam has an exam bulletin, which provides the details of the test, including pass/fail score, the type of test, and content being tested. Test Results: Results for online tests appear in your calcareers.ca.gov account 3 days after completing the test. There are thousands of civil service jobs, ranging from the adrenaline pumping FBI or secret service roles to the more sedate postal worker or IRS roles. To be considered for one of these positions, you must pass an Ohio civil service test. As such, they do have different testing requirements. We're constantly updating information about different state's exams. Verbal Ability This section measures your word skills. However, passing scores do not transfer from one branch of the government to another. Details of the exam are included in the job listing. Test Results and Passing Scores: Candidates who pass the test are added to the eligible list. State citizens who are interested in working for the government need to pass a civil services exam before they can get started. The tests are either created by the state or municipality, or by a third-party assessment company. However, since it takes 90 days before you receive results, most candidates can register for another test attempt immediately after learning about poor results. Please check out the product video above that summarizes everything that is included. USA Jobs is a job board for federal positions. You can expect the following types of questions: Spelling, word definitions, and word relationshipsGrammar Reading comprehension Clerical Ability This section measures your ability to handle clerical tasks, and is often timed. The announcement contains all the relevant information, so you will know what to expect on the exam, and when and where you can take the test. There are 7 testing centers across the state. You can then take a full-length Account Clerk sample test and check your answers using the detailed answer key. Tests are taken at Computerized Testing & Application Centers in Lower Manhattan and Brooklyn. Test Structure: There are three types of New York City civil service exams: Multiple choice test - Up to 100 questions, either administered on computer or with a scantronEducational and Experience test - A questionnaire covering your background and experiencePractical test - These include physical exams, required for police and firefighter positions, and stenographer tests, which times typing speed Exam Announcements and Information: New York City civil service test schedules can be found at DCAS website. With so many different types of positions available, there is no single civil service test to cover the federal, state and municipal roles. Passing scores are valid for up to 6 years. Louisiana (LA) Civil Service Tests Louisiana employs over 45,000 employees across its state. The hiring agency reviews the list, and usually invites the individuals for an interview in the order of their overall exam rating when positions become available. Civil Service Exam Eligible List Sample (Source: DCAS, NYC) Job Offers Passing any test does not guarantee you a position. Exam ratings eventually expire; typically, if two years have passed, you will need to retake a civil service exam.The rating form, which you will receive after completing the test, will indicate the expiration date of your score. If you have 30 minutes to answer 60 questions, you have 30 seconds per question. If wrong answers count against you, leave items you don't know blank.If you are using paper and an answer sheet, be careful marking your answers. There are exams for federal jobs, which are managed by the US federal government; state exams, which are managed by each individual state; and local exams, which are managed by each municipality. Exam Ratings After passing a test, you'll be given an exam rating, and placed on a list of eligible candidates. Administered by: The Louisiana Department of State Civil Service manages and administers all civil service exams. Test Structure: Most tests are multiple choice and taken on the computer. If you passed the test but would like to take it again to improve your score, you typically must wait a year to try again. Manage your time well. However, just about every test will have verbal, mathematical, and clerical elements. In these competitive tests, you'll have a better chance of landing the job if you outscore your competitors. Hiring managers use that list to find people to fill open roles. In-person exams typically require 6-8 weeks for results to enter the system. Passing Scores: Passing criteria for each test is included in the exam bulletin. (Source: OPM) State and local exams are managed by the state or municipality. Illinois (IL) Civil Service Tests Illinois has nearly 65,000 state employees on its payroll, helping ensure that the state runs smoothly. If you did not score an "A" you can retake a test after 30 days to try and improve your grade. While getting ready for your exam, here are some things you can do to give yourself the best chance of passing the test: Study the prep manual given by the hiring agency, which will include a detailed description of the test materialTake practice tests, like those offered by iPrepDetermine your weaknesses, and spend more time studying those section of the materialWork with a partner or study group Attend a refresher course either in the classroom or online Exercise, eat right, and get plenty of sleep the night before the test United States-based civil service exams fall into one of the three different categories, and payroll Additional Skills In addition, your civil service exam may also assess soft skills, such as decision making, communication skills, service orientation, or memory. There are some agencies that allow you to take the test online. iPrep is not affiliated with any branches of the United States federal or local government, or any third party providers of assessment tests. Passing the civil service exam in New York State will put you on the eligibility list, where positions are filled from. With jobs across the state in every industry, they offer a wealth of opportunity to those who pass their civil services exam. Free Practice Most questions are multiple choice, with either 4 or 5 options for you to choose from. Administered by: The State of Ohio administers its tests. Test Structure: There are four types of tests: Oral and essay testsTyping examsExperience and training ratingsMultiple choice tests Exam Announcements and Information: Exam information is included in the job listing Test Results and Passing Scores: Candidates who pass the test are added to the eligibility list, where they may be selected to be interviewed for a position. Pennsylvania (PA) Civil Service Tests With nearly 100,000 state government full time employees, Pennsylvania is one of the largest government employers in the US, with positions covering all aspects of Pennsylvania life. Applicants who want to work for state universities take the SUCSS (State Universities Civil Service System) exam, which includes a written test to measure problem solving, reading comprehension, and ability to follow directions. Exam Announcements and Information: Exam announcements can be found in job listings on work.illinois.gov. Administered by: The Pennsylvania State Civil Service Commission (SCSC) oversees all testing activities relating to state hiring in Pennsylvania. Applicants who are found higher on the eligible list are usually offered a position first. If you pass the test, you will show the hiring manager that you have both the aptitude and the ability to perform in the job. Sample Local Civil Service Exam Announcement (Source: OC Civil Service Commission) Test Location: Civil Service tests are generally taken at the agency where you are applying, with an examiner in the room to hand out materials or answer any questions. The exception to this is typing and stenography tests, which are scored based on speed and accuracy. Exam topics will usually be included in the job listing. Candidates who fail receive a notice of ineligibility. Passing Scores: Generally, most tests require a 70% to pass the test. If you are not penalized for wrong answers, guess where you are unsure. Test Materials: Test is typically taken on computer, although some agencies use question books and answer forms. To find out whether or not you passed, you can call the department, log into your account online, or visit the open data portal and search for civil service exams. Passing Scores: Individuals who pass their test are added to the eligible list, where hiring managers can invite them in for interviews. For some roles, the exam may test your professional knowledge in areas like legal terminology, safety instructions, or accounting, or challenge specific soft skills, such as principles of social investigation. If you write the answer to one question on the wrong line, or accidentally give two answers to one question, the question will be marked wrong. The list is sorted by test score, with individuals who achieve the highest marks on the top of the list. New York City offers a number of different opportunities including in health care, finance, and public safety. Administered by: The New York City Department of Citywide Administrative Services (DCAS) schedules and administers civil service exams. Tests taken using paper are available shortly after taking the test. Passing Scores: Passing scores for most tests are 70% or higher. They are a path to a better life, complete with healthcare benefits, paid time off, stability, and retirement funding. We will walk you through each subject and go through sample questions. You will have scratch paper available to work out any problems. Cost: There are fees to take the test, which is set by each jurisdiction. Scoring of the typing test is based on speed and accuracy. Only stenographers need to take the stenography test. The vast majority of state jobs in Pennsylvania require you to take a test as part of the application process. No, there isn't a single civil service exam covering all different types of positions. If you pass the test, and a hiring manager chooses someone else to fill the role, you are still eligible to be selected for a different role within the civil service. However, you should expect that your test will have a verbal, mathematical, or clerical component to it. However, passing the civil service exam will put you in a position where you can be offered a job in the future. Test Structure: There are two types of tests. Quick by state navigation links: CA | CT | IL | LA | MA | NJ | NY | NYC | OH | PA California (CA) Civil Service Tests & State Jobs Exams With over 235,000 state jobs, there is no bigger state employer than the state of California. If you fail your test, you must wait 90 days before attempting the test again. Test takers are told a week before the exam where the exam will take place. If you're looking for a job that will take care of you for the rest of your life, civil service jobs are for you. They are: Law Enforcement and Protective Services exam (LEAPS) - for entry level law enforcement rolesProfessional Level Exam (PLE) - for managerial and supervisory rolesOffice Support Exam (OSE) - for office support staffAccounting Paraprofessional Test (APT) - for accounting-related positions. Exam Announcements and Information: Job candidates are expected to take the test before applying for a job. Is there a standard civil service exam? Other tests have specific test dates. Civil service tests are scored on a scale of 100, regardless of the number of questions in the test. Emails can also be accessed by signing into your employment.pa.gov account. Retake Policy: If you fail the test, you can usually take it again as long as applications are being accepted for a position. Test Schedule: Some exams are given on a continual basis, and can be taken any time. Yes, U.S. Armed Forces veterans do have some advantages when applying for civil service positions. It's important to recognize that each hiring body is subject to different laws and processes. Rules are complicated, and if you are a veteran, you should ask the hiring agency for clarification. Test Structure: The content for each test is based on the role being applied for. Test Format: Almost all the questions are multiple-choice questions. Sincerely, Pro-Zone Test Study Guides Account Clerk Test Study Guide and Practice Exam Click on the Buy-Now Button Below Download Your Copy Today! Civil service jobs aren't simply a career. If you pass, you will receive a notification of eligibility. In a noncompetitive test, you are being tested to determine whether or not you are qualified for the role. A score of 70 is typically required to pass the exam. To be considered for a position working for the state of Illinois you will need to pass a civil service exam. Administered by: The Department of Central Managed Services (CMS) is responsible for testing in Illinois. Do U.S. Armed Forces Veterans Have a Scoring Advantage? Competitive vs Noncompetitive Tests For federal government positions, the hiring agency will frequently pit qualified candidates against each other. If you pass, you will be added to the city's eligible list, which hiring managers use to screen candidates. It is used for many civil service roles, including those involving police work. Over 20-million people are employed by state and local governments, and each state's exam is created and managed independently. You can expect the following types of questions: AlphabetizationClerical speed and accuracyKeyboarding Office practices While most questions in civil service exams are multiple choice, the typing and stenography portion of the exam requires you to accurately type information exactly as it has been presented to you. Don't waste countless hours guessing what to study when you can focus specifically on common Account Clerk exam content. Candidates with "A" scores are interviewed before other candidates. Eligible Lists After passing the test, your name will be added to an eligible list for a position. Top performers on the list are brought in for interviews. Everything is deliberately put together in a super easy to use and comprehend format. Their test score receives 5-10 preference points, based on their eligibility. Other roles don't use the list, and allow candidates to apply after passing their test. The civil service exam is based on the position being offered. The Civil Service Test has a minimum of three sections: (1) verbal ability, (2) math skills, and (3) clerical ability. Test Results: Test results are available 90-120 days after taking the test, and are valid for 4 years. Candidates who pass the test are added to the state's eligibility list, where hiring managers can choose them to come in for interviews. Massachusetts (MA) Civil Service Tests Massachusetts has nearly 65,000 state employees on its payroll, who work hard to ensure that its citizens are taken care of. Many agencies administer the test online. Administered by: The California Department of Human Resources (CalHR) administers all civil service exams in the state. Test Structure: Most tests in California are multiple choice. Ohio (OH) Civil Service Tests Ohio employs nearly 70,000 state employees. Tests can be quite long. You will receive 2-3 weeks notice detailing where and when your test is scheduled to take place. Test Structure: Civil service exams in New Jersey are multiple choice. Candidates who pass are placed on an eligible list, where they will be assessed by hiring managers and potentially invited in for an interview. New York (NY) Civil Service Tests There are over 1 million civil service jobs in New York, including police, fire and court officers. There are several role-specific tests. Before being hired, candidates in New Jersey must pass their state's civil service exam. Administered by: Civil service exams in New Jersey are administered by the New Jersey Civil Service Commission (CSC). It is just one part of the application process, and there are often other requirements. Once you have applied for a position, you will be asked to schedule and manage your test taking, through the SCSC application dashboard. Test Results: Results are sent to candidates via email. Other test results are reported by mail, within 5-7 days. Passing Scores: All passing candidates are added to an eligibility list. Exam Announcements and Information: In Connecticut tests are only administered when there is an open position. There are four types of civil service tests in Pennsylvania: Oral and Essay Exams - Often done before a panel of judgesTyping Exams - Testing on accuracy and speedExperience and Training Ratings - Documentation of past education and work experienceMultiple Choice Exams - completed on a computer Exam Announcements and Information: Exam information is included in job listings. To be added to an eligibility list, you'll need to score 70%. You will start the test preparation process with an overview of the test. TWO FREE Special Supplemental Study Books to Put Your Score on Top! Get On-Board Today and You Get the Entire Test Preparation Package: All of the above information and review material for this examination is included. You'll also receive a question booklet or scratch paper, which you can use to work out problems to determine the correct answer. This study book presents all of the subject area concepts and question formats typically seen on this test. Each announcement includes exam information. Positions that require tests include testing information in the job listing. Test Results: Computer-based multiple-choice test results are available immediately. You can see your results by logging into New York City's Online Application System. These roles cover all areas of employment, including accounting, public safety, and healthcare. Administered by: The New York State Department of Civil Service administers exams for all state civil service tests as well as for a number of localities within the state. The U.S. Office of Personnel Management (OPM) is the chief HR agency for the federal government, and oversees all hiring. USA Hire, which is part of OPM, has created standard assessments for federal jobs, ranging from entry level to senior positions, and measures general competencies and technical skills. Tentative Educational and Experience test results are usually available immediately, or posted on the Online Application System. For most tests, candidates who pass are placed on an eligibility list, and may be called in for interviews.

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