

# Civil Service Test Preparation Workshop

This members-only test prep workshop is being offered to help prepare you for the July 15, 2017 NYS Dept. of Civil Service exams: Office Assistant 3, Office Assistant 3 (Calculations), Office Assistant 3 (Human Resources), Stores & Mail Operations Supervisor, and Payroll Examiner 1 & 2.

The following topics will be covered:

- General Test Taking Tips and Strategies
- Supervision (all exams)
- Understanding and Interpreting Written Material (all exams)
- Understanding and Interpreting Tabular Material (OA3 Calculations & PE 1 & 2 only)
- **BRING A CALCULATOR**
- Personnel Principles and Practices (OA3 Human Resources only)
- Office Record Keeping (OA3 only) **BRING A CALCULATOR**
- Office Management (all exams except PE 1)

<b>DATE:</b>	Wednesday & Thursday, June 14 & 15, 2017
<b>LOCATION:</b>	CSEA Long Island Region Office, 3 Garet Place, Commack, NY 11725
<b>TIME:</b>	5:30 p.m. - 8:30 p.m. (Please arrive by 5 p.m. first night only for registration)
<b>COST:</b>	\$15.75
	Please bring your own food.
	Space is limited. Please register early and prepay by June 8 <sup>th</sup> .

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# Civil Service Exams Office Assistant

**Raffaela Di Napoli**



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