

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)

DATE:	Wednesday & Thursday, June 14 & 15, 2017
LOCATION:	CSEA Long Island Region Office, 3 Garet Place, Commack, NY 11725
TIME:	5:30 p.m. - 8:30 p.m. (Please arrive by 5 p.m. first night only for registration)
COST:	\$15.75

Please bring your own food.
Space is limited. Please register early and prepay by June 8th.

YOU MUST PRE-REGISTER FOR THIS WORKSHOP:

Online at: <https://www.csealearningcenter.org/learncenter/wregister.cfm>

You can pay with a credit or debit card, but ONLY if you register online.

If you prefer to register by phone, please know that we cannot accept credit cards and you will have to mail in a check or money order.

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