

Civil Service Examination Study Guides

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local call no	Title	Call #
10	Account Clerk	HF5661.A2383.2011
11	Accountant	HF5661.A2382.2009
11.1	Accountant-auditor	HF5661.A238.2010
11.2	Accountant-auditor trainee	HF5661.A2381.2009
12	Accounting & auditing clerk	HF5661.A34 (2009)
20	Administrative analyst	JF1501.A45 (2007)
20	Administrative analyst	JF1501.A45 (2007)
20.1	Administrative assistant	HD30.42.U5.A365.2010
20.3	Administrative assistant II	HD30.42.U5.A366.2004
25	Affirmative action officer	HF5549.5.A34.A46.2005
25.1	Affirmative action specialist	HF5549.A34.A462.2012
30	Aging services representative	HV1451.A44 (2012)
30.1	Aging Services Specialist	HQ1061.S643 (2012)
35	Auditor	HF567.S9358.2010
35.1	Auditor (Internal)	HF5668.25.I583 (2012)
35.2	Auditor (Senior)	HF5668.25.S365.2009
35.3	Auditor (Senior)	HF5668.25.S365.2009
40	Budget Analyst	HJ2052.B834 (2011)
40.1	Budget officer	HF5381.B834 (2011)
40.1	Budget officer (Senior)	HF5381.S465
40.1	Budget Analyst (Assistant)	HJ2009.A84.2003
40.1	Budget Analyst (Senior)	HJ2052.B8342.2010
45	Building inspector	TH439.B85.2011
45.2	Building inspector II	TH439.B852.2011
55	Carpenter	TH5608.5.C225 (2008)

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local call no	Title	Call #
60	Clerical series (Senior Clerical)	JK3458.S354 (2010)
60.1	Clerk (Inventory control)	HF5495.I593 (2011)
60.2	Clerk, Supply	HF5547.5.S92 (2008)
60.4	Clerk stenographer I	JK717 C54 C57 2008
60.5	Clerk stenographer II	JK717 C54 C572 2004
60.6	Stenographer-typist	Z49.2.S746 2011
60.7	Clerk typist	HD8039.M4 C43 (2009)
60.8	Typist	Z49.2 T975 2004
60.9	Clerk, typist and stenographer (Practice and drill for...)	JK717 C54 P73 2007
60.9	Clerk, typist and stenographer examinations (Practice and drill for...)	JK717 C54 P73 2007
65	Community development housing analyst	HD7287.C65 (2008)
65.1	Community development specialist	HN90.C6 C664 (2011)
70	Computer programmer analyst	QA76.28 C673 2011
70	Computer programmer analyst	QA76.28 S4556 2009
70.1	Computer programmer analyst, Associate	QA76.28.A876 (2010)
70.2	Computer programmer analyst, Associate (Senior)	QA76.28.C673 (2011) c2
75	Computer systems analyst	QA76.28.C657 (2009)
75.1	Computer systems analyst, Associate	QA78.28.A877 (2009)
80	Consumer affairs specialist	TX335.C535 (2012)
86	Correction Officer	HV8754 C65 2010
86	Correction Officer	HV8754 C67 2000
86.1	Correction officer I /	HV8754 C677 2011
86.1	Correction officer I /	HV8754 C677 2011 c.2
86.2	Corrections officer exam (Master the)	HV9470.M39 2006
86.2	Corrections officer exam (Master the)	HV9470.M39 2006 c.2

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90.1	Custodian, Building	TX339.B85 (2009)
95	Developmental disabilities program aide	RJ506.D47 D48 (2010)
95.1	Developmental disabilities program specialist	RJ506.D47 D484 (2007)
100	Dietitian	RM217.D438 (2008)
100.1	Dietitian (Senior)	RM217.S465 (2009)
105	Dispatcher, Emergency 911 Operator	HV7923 A554 2009
105	Dispatcher, Emergency 911 operator.	HV7923.E64 (1991)
106	Dispatcher, Police	HV7561.P655 (2009)
107	Dispatcher.	HF5541.T4 D486 (2007)
110	Electrician	TK169 E443 (2007)
110	Electrician	TK169.E443 (2007)
120	Energy conservation analyst	HD9502.E453 (2009)
122	Engineering Technician, Assistant	TA159 A87 2011
140	Environmental analyst	TD194.6.E583 (2010)
140.1	Environmental analyst, Associate	TD194.6 A876 (2012)
141	Environmental chemist	TD170.7 E585 (2011)
142	Environmental planner	TD170.E577 (2009)
142.1	Environmental planner, Senior	TD170.S465 (2009)
144	Environmental specialist	GE76 E585 2011
144.1	Environmental technician	TD170.2.E58 (2010)
160	Financial analyst	HG4529.F45 (2011)
160.1	Financial analyst (Senior)	HG4592.S365 2009
160.1	Financial analyst, Senior	HG4592.S365 2009
180	Fire Fighter	TH9157 F574 2011
180	Fire Fighter	TH9157 F574 2011

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local call no	Title	Call #
181	Fire marshal	TH9180.F574 2011
181.1	Fire marshal (Supervising)	TH9180.S974 2007
190	Fiscal administrator	HJ141.F48 (2005)
191	Fiscal analyst.	HJ141.F485 (2008)
192	Fiscal manager.	HJ9777.A3 F48 (2008)
200	Fish and wildlife technician	SK353.F48 (2005)
210	Food service supervisor	TX911.5.F663 2009
210.2	Food service worker	TX911.5.F663 2012
215	Forensic medical investigator	RA1028.F67 (2011)
215.1	Forensic Scientist I (Toxicology)	RA1228 F673 2011
215.2	Forensic scientist II (toxicology)	RA1228.F674 2009
220	Gardener	SB454.3 S64 G373 2008
220.1	Gardener (Assistant)	SB454.3 S64 A875 2009
225	Geologist	QE34.G364 (2007)
230	Governmental program analyst, Associate	JK717.G68 (2013)
236	Health program analyst	RA430 H43 2011
245	Highway construction coordinator	HD9717.5.R6 H44 (2008)
245.1	Highway construction supervisor	HD9717.5.R6 H48 (2009)
245.2	Highway engineer	TA159.H443 (2007)
245.22	Highway Maintenance Specialist	TE220 H4339 1996
245.3	Highway repairer	TE220 H549 2004
245.4	Highway transportation specialist	TA1145.H433 (2011)
250	Historian	D13.H489 (2005)
251	Historic site manager	CC135.H488 (2011)
254	Hospital administrator	RA971.H46 (2009)

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254.1	Hospital administrator (Assistant)	RA971.A8757.2010
254.2	Hospital attendant	RT84.H42 (2005)
258	Housing and community development representative	HN90.C6.H65 (2011)
258	Housing and community development representative	HN90.C6.H65 (2011)
260	Industrial hygienist	RC963.I53 (2008)
275	Inspector, Safety and health	KF3570.S24 (2011)
280	Instructor of the blind	HV1626.I48 (2009)
285	Insurance examiner	HG8111.I62 (2011)
290	Investigator	HV8073.I5847.2011
290.1	Investigator (Claims)	HG8207.C42.2011
290.11	Investigator (Criminal)	HV8073.C746 (2008)
290.2	Investigator (Fraud)	HV8079.F7.F7385.2010
290.3	Investigator, Compliance (RCFE)	RA427.C65 (2005)
290.4	Investigator, Consumer Affairs	HC79.C63.C667 (2012)
290.5	Investigator, Environmental Conservation	KF3775.E58 (2012)
290.6	Investigator, Financial	HV91.F563.2009
290.6	Investigator, Financial	HV91.F563.2009
290.7	Investigator, Insurance	HG8111.I5787.2009
290.8	Investigator, Professional conduct	HV8078.A1.D764.2005
290.9	Investigator, Quality control	HV91.Q82 (2009)
290.91	Investigator, Unemployment insurance	HD7096.U6.U548.2010
295	Labor relations analyst	HD6971.L336.2006
295.1	Labor relations representative	HD6971.L23 (2009)
295.2	Labor relations specialist (Associate)	HD6971.A8763.2009
297	Laboratory assistant	Q180.6.U5.L336.2011

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297.1	Laboratory technician	Q180.6 U5 L3362 (2008)
300	Land management specialist	KF678.L25 (2008)
305.2	Legal stenographer	HF5547 L342 (2004)
305.3	Legal stenographer (Senior)	KF319 S465 2002
307	Legislative analyst	HJ2052.L344 2009
310	Librarian	Z668.3.L472 2010
310.1	Librarian (Law)	Z682.4 L37 L39 2011
310.2	Library technician	Z682.L4271 (2010)
313	Lottery marketing representative	HD8039.L85 L6882 2009
313.1	Lottery marketing specialist	HD8039.L85.L6884 2011
315	Machinist	TJ116.M226 2008
320	Mechanical engineer	TJ159.M434 2005
320.1	Mechanical engineer(Assistant)	TJ159.A87 2012
325	Medicaid claims examiner	RA412.4.M425 (2005)
325.1	Medicaid claims examiner (Senior)	RA412.4 M4252 2005
326	Medicaid review analyst	RA412.4 M426 (2005)
326	Medicaid review analyst	RA412.4 M426 (2005)
327	Medical records assistant	RA976.5 M433 2009
327.1	Medical records clerk	RA976.5.M43 (2009)
327.2	Medical records clerk (Senior)	RA976.5 M432 2009
328	Medical Stenographer	R728.8 M43 2009
329	Medical technician	R856.25 M43 2005
335	Mortgage analyst	HG2040 M68 (2009)
338	Motor vehicle compliance analyst	HE5623 M65 2010
338.1	Motor vehicle license clerk	HE5623.M66 (2009)

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local call no	Title	Call #
338.2	Motor vehicle license examiner	HE5623.M67 (2011)
338.3	Motor vehicle license examiner (Senior)	HE5623 M672 2011
340	Museum curator	AM11.M84 2007
340.1	Museum technician	AM5.M875 (2009)
345	Nurse	RT55 N8782 2010
346	Nutritionist.	RM217.N987 (2010)
350	Office assistant	HF5547.5 O34 2010
350	Office assistant	HF5547.5 O34 2014
350.1	Office assistant (Court)	KF8771 C688 2010
351	Office services supervisor	HF5547.O33 (2012)
352	Office technician	HD8039 M39 O445 2012
352	Office technician	HD8039 M39 O445 2013
355	<i>Officer</i> , Highway patrolman	HV8079.5 H549 2009
355	<i>Officer</i> , Highway patrolman	HV8079.5 H549 2009 c.2
355	<i>Officer</i> , Highway patrolman	HV8079.5 H549 2009 c.3
355.1	Officer, Police	HV8143 P66 2000
355.2	Officer, State trooper, highway patrol officer/state traffic officer	HV8143.H3243 1999
360	Park interpretive specialist	SB482 A4 P28 2005
360.1	Park ranger	SB482.A4 P282 (2010)
360.2	Park service worker	SB482.A4 P283 (2004)
363	Parole officer	HV9304.P37 2011
363	Parole officer	HV9304.P37 2011 c.3
364	Probation officer	HV9278.P763 2010
364	Probation officer	HV9278.P763 2010 c.2
364	Probation officer	HV9278.P763 2010 c.3

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368	Payroll auditor	HF5681 W3 P28 2008
368	Payroll auditor	HF5681.W3 P28 2008
368.1	Payroll clerk	HF5681.W3 P29 (2008)
370	Personnel analyst	HF5549.P376 (2008)
370.1	Personnel analyst (Senior)	HF5549 P377 2012
370.2	Personnel analyst (Senior)	HF5549 P377 2012
374	Pesticide control inspector	HD9660.P3 P38 (2008)
374.1	Pesticide control inspector (Senior)	HD9660 P3 P382 2008
375	Photographer	TR162.P466 2012
380	Procurement clerk	HF5437.P762 (2011)
380.1	Procurement coordinator (Assistant)	HD39.5 A875 2009
380.2	Procurement supervisor	HF5437.P763 (2005)
385	Program Specialist, Assistant (Correction)	HV9475 A875 2005
385.1	Program Technician	HD8039.M39 P76 (2013)
385.1	Program Technician	HD8039.M39 P76 (2013)
390	Project development coordinator (public housing)	HN90.C6 P764 (2000)
391	Project manager	HD7288.77.P75 (2012)
391.1	Project manager (associate)	HD69 P75 A87 2009
391.2	Project Manager, Construction	TA190 C66 2012
395	Public health aide	RA430.P922 (2002)
395.1	Public health assistant	RA430.P923 2008
395.2	Public health consultant	RA430.P924 (2009)
398	Public information officer	JF1525.C59 P914 (2008)
400	Public records officer	JK2445.P82 P8 (2004)
400.1	Public records officer (Associate)	JK2445 P82 A87 2009

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405	Public relations specialist	HM263.P88 (2012)
410	Publications editor	PN162.P82 (2009)
415	Purchasing agent	HF5437.P873 (2009)
415.1	Purchasing agent (Assistant)	HF5437 P8734 2011
415.2	Purchasing technician	HF5437.P8735 (2011)
420	Radiological health specialist	RC78.R23 (2009)
430	Rehabilitation counselor	HD7255.R342 (2007)
435	Research analyst	Q180.55.I48 R38 (2007)
435	Research analyst	Q180.55.I48 R38 (2014)
435.1	Research Analyst (Program)	Q180.55 I48 P76 2006
435.2	Research Analyst (Senior).	Q180.55.I48 R39 (2009)
440	Retirement benefits examiner	HD7105.R38 (2012)
445	Right-of-way agent	HD255 R432 2011
445.1	Right-of-way agent (Senior)	HD255 R4323 2005
445.2	Right-of-way aide (Principal)	HD255 R4324 2011
450	Sanitary engineer.	TD157.15.S264 (2011)
450.1	Sanitary engineer (Assistant)	TD157.15 S2642 2011
451	Sanitation worker	TD791.S252 2011
461	Social services program specialist	HV40.S62 (2010)
463	Social worker (Assistant)	HV40.52 A87 2007
465	Staff analyst	HF5549.S823 (2005)
465.1	Staff analyst (Administrative)	HF5549 S82 A365 2012
470	Staff services analyst	HF5549.S82 (2005)
470	Staff services analyst	HF5549.S82 (2010)
470	Staff services analyst	HF5549.S82 (2013)

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475	Statistician	HA35.15 S828 (2009)
475.1	Statistician (Assistant)	HA35.15 S8282 2009
475.2	Statistician (Associate)	HA35.15 S8283 2011
485	Substance abuse program specialist	RC564.S85 (2009)
490	Systems analyst	QA402 S97 2001
490.1	Systems programmer	QA76.66 S9784 2010
495	Tax auditor	HJ4629 T38 (2012)
495.1	Tax auditor (Associate)	KF6369.85 A87 2009
495.2	Tax compliance agent (Senior)	KF6369.85 S46 2011
496.1	Tax Compliance Representative	HJ4629 T385 1991
497	Tax examiner	HJ4629.T386 (2007)
500	Teacher's license examination for Supervision test	LB 2801 A2 S87 2011
505	Telecommunications analyst	HE7631.T4543 2011
510	Training officer	HF5549.5.T7 T67 (2009)
515	Transit management analyst	HE203 T72 2003
515.1	Transit management analyst (Associate)	HE203 T722 2011
520	Transportation analyst	TE145.T714 (2009)
520.1	Transportation analyst (Senior)	TE145 T7142 2008
530	Unemployment insurance accounts examiner	HD7096 U5 U546 2007
530.1	Unemployment insurance claims examiner	HD7096 U5 U547 2012
540	Vocational guidance counselor	HF5381.V63 (2009)
540.1	Vocational rehabilitation counselor (Senior)	HD7255.5 V63 2008
545	Warehouse supervisor	HF5485.W273 (2007)
545	Warehouse supervisor	HF5485.W273 (2012)
547	Warehouseman	HF5485 W37 2011

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547	Warehouseman	HF5485 W37 2013
550	Water quality control specialist	TD425.W28 (2011)
555	Wildlife specialist	SK355.W44 (2011)
560	Workers' Compensation Review Analyst	HD7103.65 U6 W67 2011
561	Workmen's compensation examiner	HD7103.65.U6 W63 (2011)
900	Civil service handbook Spanish	JK716.C49 S6 (2000)
902	Promotion, Civil Service	JK 716 P76 (1994)
903	Test practice book for 100 civil service jobs	JK716.T448 2008
910	Civil Service Administration, Management And Supervision	JF1501.C48 (1998)
920	Civil Service Arithmetic: questions & answers	QA139.C48 (2013)
930	Grammar and usage	PE1114.C5855 (2011)
941	Reading comprehension	LB1050.45.C44 (1998)