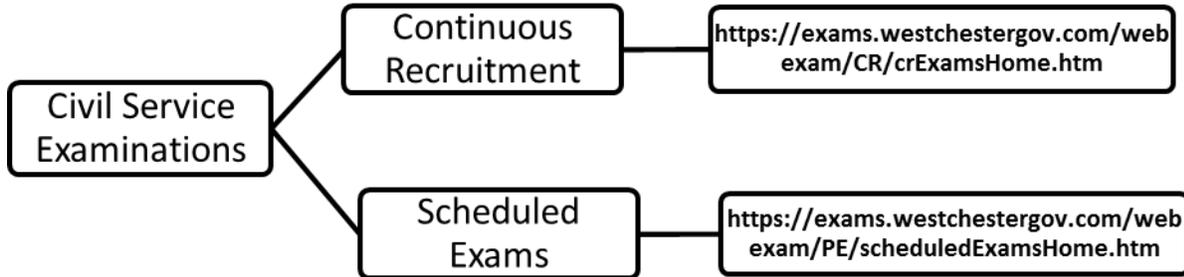


Civil Service Examination Announcements



Two types of exams: Continuous Recruitment and Scheduled Exams

Scheduled Exams: Held Saturdays, Civil Service Lists are effective for a minimum of one year to a maximum of four years, and exams are held at one of the local high schools.

Continuous Recruitment Exams: Held on a weekday date, candidates' eligibility on Civil Service Lists is effective for one year, and exams are held in our office located at 148 Martine Avenue, White Plains, NY.

Be sure to read the announcement carefully, the announcement contains important information such as:

- **job title**
- **date of examination**
- **job location (school districts, local districts)**
- **duties**
- **salary varies with jurisdiction**
- **description of the test**
- **deadline date for filing applications**
- **how to apply**
- **fee information, if applicable**

When a written test is part of the examination, the announcement describes the subject areas or "subtests" that will be covered. If a special test guide is available for the test, the announcement will state that this guide is available and tell you how to access this guide.

The announcement also includes information for candidates who require accommodations or special testing arrangements.

OVER

Finding Exam Announcements:

Log on to www.westchestergov.com/hr → click on Civil Service Exams → right side of the screen, click on the link: View Exams/Apply Online → Look for the gold tabs at the top of the page → Options: Scheduled Exams, Continuous Recruitment, Email Subscription, Log in/Register

What kind of exam should I take? Open Competitive or Promotional?

Open Competitive Exams: Open to all candidates who meet the minimum qualifications on the exam announcement.

Promotional Exams: Open to current employees that have status in a title and in a municipality.

Admission Notices

If your exam application is approved, the Westchester County Human Resources will send you an Admission Notice telling you the date, time and place to report to take the test. Admission cards may not be mailed to candidates until ten days prior to the examination date.

If your test is scheduled for more than one test date, Westchester County Human Resources will send a separate Admission Notice for each test date.

Allow plenty of time to travel to the test site to find the correct location and where to park, if necessary. Be sure to bring your Admission Notice with you to the test site, along with your photo identification, and two No. 2 pencils. Unless otherwise indicated, you may also bring a quiet, hand-held, solar or battery-powered calculator and a quiet lunch or snack, if allowed. You will have to present your Admission Notice at the test center, so be sure to bring it with you on the day of the test.

How to Prepare For the Test

In most cases, you will have some time between when you apply for an examination and the date of the test. You can use this time to prepare yourself to do your best on the test date. Some general tips to help you prepare for a written, multiple-choice test are presented here.

Many New York State Civil Service examinations include a written, multiple-choice test. The examination announcement lists the subject areas or "subtests" that the test will cover. Use this information to help prepare for the test.

Examination study guides are now available directly from the New York State Civil Service Commission Web site at <http://www.cs.ny.gov/testing/localtestguides.cfm>. Also, you can try your local library for books, manuals or government documents.