

New York State Exams

MTA Examination Hotline

718.566.JOBS (5627)

New York state exam announcements and job applications can be obtained in person at:

New York State Civil Service Outreach & Recruitment Center

Adam Clayton Powell, Jr. State Office Building
163 West 125th Street, Room 222

New York, NY 10027

212.961.4326

Monday – Friday, 8:30 AM – 4:30 PM

www.cs.state.ny.us

Examination announcements and online applications are also available online at the New York State Department of Civil Service website.

New York State Court Exams

Applications (UCS-19) may be obtained in person at the Office of Court Administration. You will need to show a picture ID (passport or driver's license) to enter the building.

New York State Unified Court System

Office of Court Administration

25 Beaver Street, 8th Floor

New York, NY 10004

212.428.2700

www.courts.state.ny.us

Examination announcements and application forms are also available online. Click on "Careers."

New York State Department of Correctional Services Exams

www.docs.state.ny.us

Click on "Jobs Available" to find examination announcements and application forms.

Postal Service Exams

www.usps.com/employment

Get employment forms online, and with a vacancy number, you can apply for an examination online. To obtain a vacancy number, call 800.ASK.USPS, and speak to a customer service representative. Ask for a hiring and testing number.

Call 478.757.3199 to use the Telephone Application Processing System to apply for examinations, complete an assessment for selected postal positions and more. You will need a touch-tone telephone, and you must supply your name, address, ZIP code, social security number and job announcement number. In Brooklyn, Queens and Staten Island, call 718.529.7000 for job announcements and exam numbers.

Exam Preparation

Many books and websites are available to help you study for civil service exams.

Brooklyn Public Library

www.brooklynpubliclibrary.org

Click on the link for the public catalog, and look for your desired title. You can place a hold online, or call the Education & Job Information Center at 718.230.2177. Have the call number ready before you call.

Learning Express, Inc.

www.learnatest.com

This website has sample questions for many civil service exams as well as tests for reading, writing, grammar and other skills.

Barnes & Noble Booksellers

www.bn.com

National Learning Corporation

www.passbooks.com

800.645.6337

Thompson Peterson's Online Bookstore

www.petersons.com/books

FINDING GOVERNMENT JOBS

Brooklyn
Public
Library

Education & Job Information Center

Finding Government Jobs

Education & Job Information Center
Central Library
Grand Army Plaza
Brooklyn, NY 11238
718.230.2177

www.brooklynpubliclibrary.org

Finding Government Jobs: Federal, State & Local

This guide provides information on civil service jobs in New York City and other locations in the United States.

For more resource guides compiled by the Education, Job & Information Center, visit www.brooklynpubliclibrary.org/ejic.jsp.

New York City Employment

The following websites provide information on New York City employment opportunities in a variety of fields.

NYC.gov

The official New York City website. Type "working for NYC" in the search field.

The Chief Civil Service Leader

www.thechief-leader.com

This is the website for *The Chief Civil Service Leader*, a New York City-based weekly civil service newspaper that focuses on municipal government and its labor unions and covers issues affecting New York state and federal employees. Call 212.962.2690 for subscription information.

City University of New York (CUNY)

<http://portal.cuny.edu>

Click on "Jobs at CUNY" on the left-hand navigation bar.

Metropolitan Transportation Authority (MTA)

www.mta.info/mta/employment/index.html

Check out job postings, civil service exams, forms, applications and more.

New York City Department of Education

www.nycenet.edu

Click on "Offices & Programs" on the left-hand navigation bar, then "Human Resources," then "Career Opportunities."

New York City Department of Sanitation

www.nyc.gov/html/dsny

Click on "Job Opportunities."

New York City Fire Department (FDNY)

www.nyc.gov/fdny

Find jobs in the FDNY, including firefighter, paramedic and emergency medical technician (EMT) positions. Click on "Jobs & Employment" on the left-hand navigation bar.

New York City Health and Hospitals Corporation

www.nyc.gov/hhc

The New York City Health and Hospitals Corporation is the largest municipal hospital and health care system in the country. On the bottom right corner of page, you'll find links to "Job Opportunities" and "Nursing Opportunities."

New York City Police Department (NYPD)

www.nyc.gov/nypd

Click on "Careers."

New York State Employment

The following websites provide information on New York State employment opportunities.

New York Job Source

www.nyjobsources.com

Click on "Government Jobs in NY" for New York State civil service jobs. Also find links to other state government jobs, as well as jobs in local and federal governments.

New York State Department of Civil Service

www.cs.state.ny.us

View current vacancies and match your education and experience to job opportunities in county, city, town, village or local school districts. Be sure to click on "Jobs in Demand in State Government." Or call 518.457.6216.

Federal Employment

USAJOBS

jobsearch.usajobs.opm.gov

This is the official job site of the United States Federal Government. Search for jobs by location, category, salary range or pay grade (GS). The "Tips and Tools" link allows you to match your skills and interests to career opportunities.

USA Jobs by Phone

703.724.1850

978.461.8404 (TDD)

Call for information about current job openings and exam announcements and applications.

Civil Service Exams

Many city, state and federal jobs require you to pass a specialized exam before you will be considered for employment.

New York City Exams

Information, applications, exam schedules and answers to previous exam questions are available through the Department of Citywide Administrative Services (DCAS). Please note that filing fees of \$30 - \$60 apply.

Department of Citywide Administrative Services

Application Center

18 Washington Street

New York, NY 10004

212.669.1357

Monday - Friday, 9 AM - 5 PM

To get an application through the mail, send a self-addressed envelope to:

DCAS Application Section

1 Centre Street, 14th Floor

New York, NY 10007

www.nyc.gov/dcas

Download applications, or view the status of previously filed applications at the DCAS website.