How to prepare for a Civil Service Test

(when there's no Civil Service Test book)

Start at **SF City & County JobSeekers** page (http://www.sfdhr.org/index.aspx?page=5) Under **Step One**, click (http://www.jobaps.com/sf) for job announcements for currently open jobs. Job announcements usually have clues about what skills are wanted and what topics will show up on the test. Even if your test is not in San Francisco, you may find a similar job title.

Job Seekers

Working for the City & County of San Francisco

San Francisco is a vibrant and dynamic city, on the forefront of economic growth & innovation, urban development, arts & entertainment, as well as social issues & change. This rich tapestry of culture and ideas is sustained by our City's commitment to heighten the quality of life for San Franciscans and citizens of the greater Bay Area. Our employees play an important role not only in making our City what it is today, but also in shaping the future of San Francisco. The City & County of San Francisco employs more than 28,000 individuals in a diverse array of services such as maintaining city streets and parks, driving buses and cable cars, providing public health services, keeping the streets safe and fire fighting.

If you are interested in being considered for a permanent civil service job with the City & County of San Francisco, you will most likely go through the following four-step hiring process:

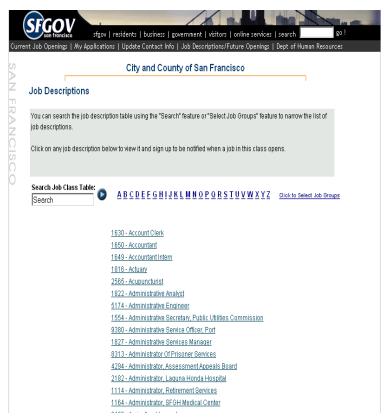
Step One: Review the job announcements (http://www.jobaps.com/sf) and identify those that interest you. Carefully read the job announcement, particularly the "How to Apply" section, and follow directions.

Step Two: If your application shows you meet the minimum qualifications for the position, you will be invited to take an

For Job Descriptions of other SF City jobs, click on the **Notify Me of New Jobs** button This will take you to a page where you can find info on all SF City & County jobs, open or not.



Search by keyword, job group - such as "Library", or use Control-F to find a complete description of each job class. Sections especially useful for test prep include "Examples of Important and Essential Duties", "Knowledge, Skills and Abilities" and "Experience and Training".



Other helpful resources include:

Job/Career Encyclopedias -- Sometimes job descriptions will include desired qualifications, or even what a test is likely to include.

Occupational Outlook Handbook – "Nature of the Work" and "Training, Other Qualifications, and Advancement" sections usually have useful info about what might show up on the test. Also, look at bottom of entry for lists of organizations and associations (usually including a URL) of people doing this kind of work who can be contacted.

The online version is great! (http://www.bls.gov/oco/home.htm).

Library Catalog – We often have items on associated skills, i.e. not much on "Account Clerk"? Look for accounting or bookkeeping. As with searching the Internet, try different keywords until something works.

Internet – There's a lot out there for some jobs. For example, ALA and other library organizations have lots of info about Library Assistants!