

ANYONE WHO IS INTERESTED  
IN EXPLORING A GOVERNMENT  
CAREER PATH IS ELIGIBLE TO  
APPLY FOR A  
**CIVIL SERVICE  
POSITION**

Anyone other than the military who is regularly paid directly by public funds is a civil service employee.

Being a civil service employee can mean working at the federal, state or local level in government agencies. Each of these government units is independent but all participate in the civil service process.

The following is a sampling of civil service career opportunities and job titles:

Accounting	Landscape
Administrator Aviation	Engineer
Bus Driver	Law Enforcement
Clerical	Librarian
Computer Tech	Lifeguard
Construction	Marine Sciences
Counseling	Research
Education	Recreation Aid
Fish and Wild life	Social Work
Health Care	

IF YOU HAVEN'T DECIDED WHERE  
YOUR CAREER PATH IS HEADED...

## CONSIDER A CIVIL SERVICE JOB

[www.cs.ny.gov/jobseeker](http://www.cs.ny.gov/jobseeker)



TOWN OF SOUTHAMPTON  
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SOUTHAMPTON TOWN  
Department of Human Resources  
116 Hampton Road  
Southampton, New York  
Phone: 631-287-5715  
Fax: 631-287-5721  
[www.southamptontownny.gov](http://www.southamptontownny.gov)

## DEPARTMENT OF CIVIL SERVICE

CONSIDER THE POSSIBILITIES



IF YOU ARE LOOKING FOR A  
CHALLENGING POSITION IN  
A DIVERSIFIED ORGANIZATION,  
THE OPPORTUNITY FOR  
PROGRESSIVE PROFESSIONAL  
DEVELOPMENT, AND  
COMPETITIVE SALARY WITH  
SIGNIFICANT BENEFITS...

# CAREER OPPORTUNITIES IN GOVERNMENT

Civil service employees traditionally enjoy a competitive salary, benefits including annual paid vacations, sick leave, health, dental and vision insurance, life insurance, and significant retirement options. Along with the stability associated with a civil service position, it can be deeply satisfying to know you are providing services to the people of your community.

## WHERE TO BEGIN

Most civil service jobs require candidates to complete examinations that determine those candidates' relative merits and fitness levels. Open-competitive examinations can be taken by any individual who meets the minimum education and experience qualifications cited on the job announcement. Promotional examinations are restricted to current employees who have had the required length of service in a specified position.

You can apply online for civil service exams. Complete and submit the application by the due date stated on the announcement. For most exams, you will be required to pay an application fee. Some fee waivers are available for eligible applicants.

Suffolk County Civil Service information may be obtained by checking the Civil Service Website [www.suffolkcountyny.gov/Departments/Civil-Service](http://www.suffolkcountyny.gov/Departments/Civil-Service) under **Additional Information** you can subscribe to Civil Service examination alerts.



When a new summary of upcoming examinations is released, you will receive notification by e-mail. You may also call the Information Division at 631-853-5500 for information on civil service exams and examination application filing procedures.

## TEST GUIDES AND RESOURCES

Test guides available at local libraries provide a description of the subject areas that will be tested and present samples of the types of test material that will appear on the test.

Civil service exam preparation classes are available through:

Eastern Suffolk BOCES.  
P (631) 289-2200 F (631) 289-2381  
[www.esboces.org](http://www.esboces.org)

Suffolk County Community College:  
Phone: 631-548-2512, Fax: 631-548-2504  
Email: [admieast@sunysuffolk.ed](mailto:admieast@sunysuffolk.ed)

# THE SUFFOLK COUNTY CIVIL SYSTEM IS ONE OF THE LARGEST EMPLOYERS ON LONG ISLAND

Additionally, the New York State Unified Court System is a large and diverse organization with almost 1,200 judges. The nonjudicial workforce is the backbone of the court system. Employees work in offices, courtrooms and court agencies at over 300 separate sites spread throughout all 62 counties of the State, for more info go to: [ww2.nycourts.gov/careers/careersinthecourts.shtml](http://ww2.nycourts.gov/careers/careersinthecourts.shtml)



For a complete listing of all the New York Municipal Civil Service Agencies, go to: [www.cs.ny.vov](http://www.cs.ny.vov)

