

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



**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. <http://www.nycourts.gov/careers>

**FOR A COMPLETE LISTING OF ALL THE NEW YORK MUNICIPAL CIVIL SERVICE AGENCIES, GO TO:**

**<http://www.cs.ny.gov>**

**If you haven't decided where your career path is headed...**

**Consider a Civil Service Job**

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



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

**CAREER OPPORTUNITIES IN GOVERNMENT**

If you are looking for a challenging position in a diversified organization, the opportunity for progressive professional development, a competitive salary and with significant benefits ...

**Consider employment possibilities with the Department of Civil Service**

## 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.

Examination announcements are also posted in the **Hauppauge Office** of the Suffolk County Department of Civil Service and at our **Riverhead Office** located in the **Riverhead County Center**. The department's Information Unit in Hauppauge is open Monday through Friday from 8:30 AM to 5 PM. The Riverhead office is open every Wednesday from 9 AM to 4:30 PM.

**To apply for a civil service Exam:** You may be able to apply online or download the application for your exam. 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 or by going to <http://eupdates.suffolkcountyny.gov/lists> and subscribing to the **E-UPDATE for the Civil Service Examination Announcement Summary**.



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 tests 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 test preparation classes are available through:**

**Eastern Suffolk BOCES.**

P (631) 289-2200 F (631) 289-2381  
<http://www.esboces.org>

**Suffolk County Community College:**

P (631) 548-2512, F (631) 548-2504,  
[admieast@sunysuffolk.edu](mailto:admieast@sunysuffolk.edu)

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