



**Department of
Civil Service**

How to find a job with New York State

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Obtaining a civil service job with New York State depends primarily on your qualifications, performance on a competitive examination, and the number of job openings available.

New York State employees have an impact on almost every part of public life - education, environmental conservation, health care and so much more. The State employs people of all ages, backgrounds, and education levels.

It's never been easier to find out about job opportunities with the State of New York. You can access current examination announcements, vacancies, promotion opportunities, featured programs, online examinations and additional information at www.cs.ny.gov.

In addition to the exciting and diverse job opportunities, State employees also receive comprehensive compensation packages, which include excellent health and retirement benefits and work-life balance options such as flexible work hours and alternative work schedules.

Appointments and promotions in State government are made according to the principles of "merit and fitness," as mandated by the State Constitution. Candidates can compete for job opportunities by participating in civil service examinations. These examinations assess candidates' knowledge, skills and abilities necessary for the job's performance. After you take the test and pass, your name will be placed on an eligible list by score. The three highest-scoring people on the eligible list are considered first for job openings. Your eligibility for appointment depends upon the number of job openings and the number of people with higher scores than you. Most eligible lists remain valid for one to four years but may be extended. Your eligibility will expire if a new examination is held, and a new eligible list is established. To maintain list eligibility, you must take and pass the new examination each time it is offered.

Examination Announcements

State civil service examinations are publicly announced approximately two months before the test date with an application deadline approximately one month before the test date.

Examination announcements provide important information about each examination such as:

- the job title(s)
- date of the examination
- location
- duties
- salary
- the subject of the examination
- deadline to apply
- fee information

To view current and tentative examination announcements, visit <https://www.cs.ny.gov/jobseeker/>.

You can also [sign up to receive email notification of examination announcements](#).

Minimum Qualifications

There are minimum qualifications for all examinations which you must meet in order to participate in the examination.

Experience in specific fields of work may be required for some jobs. Other jobs will require a demonstration of proficiency for certain skills, such as typing, fluency in a second language, or the requirement of a physical examination. Read each examination announcement carefully. You must meet the qualifications to take the examination.

Examinations for some titles are held more often than others. How often an examination is held depends on the need to fill certain positions and/or how difficult it is to find qualified candidates. Most examinations are held periodically. Some examinations are held continuously, with applications accepted anytime, especially for some hard-to-fill titles. With continuous recruitment examinations, the qualified applicants are tested on an as-needed basis, and successful candidates' names are placed on an eligible list continuously.

How to Apply

All announcements are available exclusively on the Department of Civil Service website at www.cs.ny.gov.

If you find an announcement for an examination that interests you, read it carefully before you apply. Check the minimum qualifications to determine if you qualify and note the deadline to make sure you have time to apply.

Be clear and specific when you describe your education, training and experience. The information you provide in your application will be the only basis to determine your approval for the examination. You could miss job opportunities if your application is incomplete. You may file your application online and must pay any related fees. The amount of the fee is listed in the examination announcement and is a **non-refundable/non-transferrable processing fee**. In some instances, individuals may qualify for a fee waiver. Some features of the online application process include being able to save and return to an application you did not complete. You can also see a list of examinations you have already applied for using the online application process.

Examination announcements and application forms may be requested by email at examinfo@cs.ny.gov. If you have interest in a specific examination, include both its title and number, or call:

Examination Information

NYS Department of Civil Service
Albany, NY 12239
Phone: (518) 457-6216
Email: examinfo@cs.ny.gov

Community Outreach Office

NYS Department of Civil Service
Adam Clayton Powell, Jr. State Office Building
163 West 125th Street
New York, NY 10027
Phone: (212) 961-4326

If the examination announcement indicates a fee is required, be sure to include a check or money order, payable to the New York State Department of Civil Service, when you send in your application.

New York State is an equal opportunity employer and welcomes applications from all qualified individuals.

Veterans' Credits

As a veteran, you may be eligible for special consideration and assistance in obtaining a State job. If you pass an examination, you may be entitled to extra points (Veterans' credits). Complete all questions about your military service as you must claim any credits before the eligible list is established.

Notification

After you file your examination application, you will be notified if it has been approved or disapproved.

Approved Applications: If your application is approved and the examination consists of a written test, you will receive an admission notice telling you where and when to report for the test. Read the notice carefully. You are required to bring this notice with you to the test center.

An admission notice is mailed to a candidate approximately ten days before a written test. If you do not receive your admission notice for an examination(s) three days before the date of the written test, please email AdmissionNotices@cs.ny.gov with your first and last name, address, and the last four digits of your social security number in the body of your email.

If you have any other needs related to taking an examination, please leave a message with the Examination Arrangements Unit at (518) 474-6470. Please provide your first and last name, the last four digits of your social security number, and a phone number where you can be reached during normal business hours.

Disapproved Applications: If your application is not approved, you will be notified by mail. A justification will be provided.

Types of Tests

Competitive civil service examinations may consist of one or more of the following:

- a written multiple-choice
- essay or simulation test
- a performance test
- an evaluation of education, training and experience

Some of these tests are also given in electronic format. The type of test is on the announcement and chosen due to the nature of the job.

To help candidates prepare for examinations, the Department of Civil Service provides [test guides](#). Due to the range of subjects covered in civil service examinations, there may not be a study guide for all subjects. Candidates can also use the subjects on the announcements to choose study materials from the public library or bookstore. A candidate could also use the subjects on the announcement to locate them in other study guides that are offered on our website.

Taking the Test

State civil service written tests are held in various locations throughout the State. State-appointed monitors will check in the candidates, explain procedures, distribute test materials, and supervise test administration.

Evaluation of Education and Experience or Training and Experience Tests may be administered online or on paper. The examination announcement will indicate if the application process will include the test, or if an application supplement or questionnaire will be administered on paper, online, or via email.

Remember, when you take a test, pay attention to all instructions carefully.

After the Examination

After the examination, all examination materials are returned to the Civil Service Department in Albany, which analyzes and grades the tests and prepares eligible lists.

In most cases, the examination results are emailed to candidates in 120 days or less. In some cases, when several thousand people have taken the test, the examination results may take longer.

Candidates will receive notification of examination results by email. If you receive a passing score (70 or above), the result usually includes your rank on the eligible list (rank is not given in continuous recruitment examinations).

The Eligible List

Appointments must be made from among the top three ranking individuals willing to accept the job to be filled at a specific location. Individuals with the same scores are given the same rank and are equally eligible for appointment. If there are many individuals with the same scores, there must be fewer than three people in the group willing to accept an offer of employment before a candidate with the next lower score can be considered. With each successive appointment from an eligible list, lower-ranking individuals move up a step and are more likely to become reachable for appointment. Individuals who are not selected remain on the eligible list until they are hired, choose to inactivate from the list, their eligibility expires, or the list is terminated. Eligible lists usually have a life of one to four years.

Getting the Job

Eligible lists are sent to the State agencies with job openings. The agencies, not the Civil Service Department, do the hiring. The agencies email canvass letters to the top-ranking individuals to determine interest for interviews. These canvass letters are not job offers. Final selection and appointment(s) are made by the State agency after the interviews.

Probation

After appointment to a position, you must serve a probationary term, generally 26 to 52 weeks long. During this time, your supervisor will evaluate your performance on the job. For some jobs, you may be required to complete a traineeship, which usually also serves as the probationary period. The length of traineeships varies and is determined by the job title.

Trainees are given specific training in how to perform their jobs and are evaluated periodically on their progress.

Questions

If you have other questions about a job with New York State, please contact one of the Civil Service Department offices listed on page two. Department representatives will be glad to answer your questions. Best of luck in your career!



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