

Subject: Civil Svc Test Prep. for Secretary 1& 2 - Register now

From: workinst@cseainc.org

To: angiecsea602@yahoo.com

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Dear ANGELA,

Beginning in February, Secretary 1 & 2 **Civil Service** Test Preparation Workshops will be available to all interested CSEA members throughout the month. The next Civil Service Secretary 1 & 2 test will be held on Saturday, March 3, 2018.

Please Note: There are many exams being given in counties across the state on the same date (March 3<sup>rd</sup>) for **local government** secretarial positions that contain these same topics and members from local government are welcome to attend.

The following topics will be covered:

- General Test Taking Tips and Strategies*
- Grammar, Usage, Punctuation and Sentence Structure*
- Office Practices*
- Office Record Keeping (PLEASE BRING A CALCULATOR)*
- Preparing Written Material*

**Click the date/location to view, download or print a flyer:**

February 3            The College at Brockport-SUNY  
February 10        Binghamton University-SUNY  
February 10        Buffalo State College  
February 14 & 15   CSEA Region 2 Office (NYC)  
February 17        Stony Brook University Hospital  
February 20 & 21   NYS United Teachers' (Latham)  
February 24        CSEA Region 5 Office (Syracuse)

**YOU MUST PRE-REGISTER FOR THIS WORKSHOP online at:**

<https://www.cseallearningcenter.org/learncenter/wregister.cfm>

You can pay with a credit or debit card, but ONLY if you register online. CSEA members may request a voucher or reimbursement from the NYS & CSEA Partnership for Education and Training for workshop payment or reimbursement. Go to: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)

**Call the CSEA WORK Institute at 1-866-478-5548 or (518) 782-4427.**

No refunds will be given unless class is cancelled. Can't make it on this date and time? Our online training covers all of these topics and you can do it at any time. Try a free demo at: [www.cseallearningcenter.org](http://www.cseallearningcenter.org)

Connect with CSEA Local 1000:



CSEA Local 1000 | 143 Washington Ave., Albany, NY, 12210

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