

How to prepare for a Civil Service Test

(when there's no Civil Service Test book)

Start at the **SF City Employment** page (www.sfgov.org/dhr)

Under **Job Information**, click **Jobs Available** for job descriptions of currently open jobs. Job descriptions frequently have clues as to 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.

City & County of San Francisco

Department of Human Resources

One South Van Ness, 4th Floor San Francisco, CA 94103 (415) 557-4800



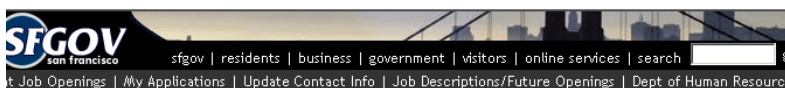
Department Services

- » [Employee Relations](#)
 - » [Compensation](#)
 - » [MOUs](#)
- » [Recruitment Services](#)
- » [Disaster Service Workers Program](#)
- » [Forms & Documents](#)
- » [DHR Statement of Incompatible Activities](#)
- » [DHR Memorandums](#)
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Job Information

- » [Jobs Available](#)
- » [Job Application \(PDF\)](#)
- » [Tentative Eligible List Postings](#)
- » [Classification and Compensation Database](#)
- » [Benefits Overview](#)
- » [Citywide Classification Examinations](#)
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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 jobs, open or not.



Employment Opportunities

Wednesday, January 31, 2007

[My Applications](#)

[Update My Contact Info](#)

[Closed Jobs Status Board](#)

[Notify Me of New Jobs](#)

How do I... Choose a Help Topic

Welcome to the City and County of San Francisco Employment Center.

The following is a list of announcements for jobs that are open for filing with the City and County of San Francisco. For more information, click on the job title that interests you. Read the announcement thoroughly before applying. Written verification of work experience and other documents, such as supplemental applications, may be required as part of the application materials. Submit all application materials by the final filing date or per the instructions on the announcement.

[Important employment information is considered to be attached to the examination announcements below.](#)

[Information on the accelerated Police Officer hiring program](#)

[Temporary Jobs with the City and County of San Francisco](#)

[Jobs open at San Francisco Municipal Transportation Agency
7358 Pattern Maker - Citywide recruitment](#)

[Jobs open at the Department of Public Health](#)

10/16/2009

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”.

SFGOV san francisco | sfgov | residents | business | government | visitors | online services | search go!

Current Job Openings | My Applications | Update Contact Info | Job Descriptions/Future Openings | Dept of Human Resources

SAN FRANCISCO

City and County of San Francisco

Job Descriptions

You can search the job description table using the "Search" feature or "Select Job Groups" feature to narrow the list of job descriptions.

Click on any job description below to view it and sign up to be notified when a job in this class opens.

Search Job Class Table: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Click to Select Job Groups](#)

[1630 - Account Clerk](#)
[1650 - Accountant](#)
[1649 - Accountant Intern](#)
[1816 - Actuary](#)
[2585 - Acupuncturist](#)
[1822 - Administrative Analyst](#)
[5174 - Administrative Engineer](#)
[1554 - Administrative Secretary, Public Utilities Commission](#)
[9380 - Administrative Service Officer, Port](#)
[1827 - Administrative Services Manager](#)
[8313 - Administrator Of Prisoner Services](#)
[4294 - Administrator, Assessment Appeals Board](#)
[2182 - Administrator, Launa Honda Hospital](#)
[1114 - Administrator, Retirement Services](#)
[1164 - Administrator, SFGH Medical Center](#)

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!