

Local Government Clerical / Secretarial Series Civil Service Test Preparation Workshops

CSEA WORK Institute will use grant money to sponsor workshops for the following exams at NO COST to members:

- Entry Level Clerical
- Clerk-Typists
- Senior Level Clerical
- Secretary

CSEA Westchester County Local 860

595 W. Hartsdale Ave, White Plains, NY 10607

Saturday, January 31, 9 a.m. – 4 p.m.

Topics covered:

- General Test Taking Tips and Strategies
- Spelling, Grammar, Usage and Punctuation
- Clerical Operations with Letters & Numbers
- Office Record Keeping (Bring a Calculator)
- Keyboarding Practices
- Office Practices

To Register go to <https://www.csealearningcenter.org/learncenter/wregister.cfm> or call CSEA WORK Institute at 1-866-478-5548 or (518) 782-4427

Can't make it on this date and time?
Our online training covers all of these topics and you can do it any time!

www.csealearningcenter.org



READY...

SET...

SUCCEED!