EMPLOYMENT WITH THE STATE OF MICHIGAN

Application Process

The state of Michigan uses a web-based vacancy-driven system to fill positions in the state classified service. This means when there is a hiring need; jobs are posted to the Civil Service website, through an electronic application process known as NEOGOV. You can apply for any job of interest to you while it is posted on our website.

To view vacancies in any department of state government, go to http://www.michigan.gov/statejobs, and then click on “MI Jobs Your Career Starts Here”. To build your electronic application ("Profile"), follow the instructions in the How to Apply link. First time users need to create an account and select a Username and Password. After your account is established, you can build an application that will be saved and can be used to apply for multiple job openings or examinations. Applications for jobs that require college credits must have a copy of the official transcript attached.

To receive automated e-mail alerts when jobs of interest to you are posted, complete and submit an electronic JOB INTEREST CARD. The Career Category selections can be changed at any time, and the Job Interest Card is renewable every 12 months.

Civil Service Commission
Office of Career Services

The office of Career Services provides applicants with employment information for all state agencies.

Offices in Lansing and Detroit offer personalized assistance with career planning. For informational purposes only, a Career Consultant will review your resume to identify jobs in state government that your experience and education qualify you to apply for. To request a review, submit your resume by e-mail to MCSC-CareerServices@michigan.gov or to either office as indicated below.

Also at www.michigan.gov/CareerServices you will find information on Veterans Preference, Job Specifications and Pay (a generic description of the classification, typical duties, any required knowledge, skills, abilities, education, or experience, and pay rate), a list of jobs that require a college degree, tips on How to Prepare for an Interview, Career Path Charts, and much more.

LANSING OFFICE
400 South Pine Street, Suite 101
Lansing, MI 48913
(800) 788-1766 [toll free]
(517) 373-3030 [voice]
(517) 373-7690 [fax]

DETROIT REGIONAL OFFICE
3042 West Grand Boulevard
Suite 4-400
Detroit, MI 48202
(313) 456-4400 [voice]
(313) 456-4411 [fax]

If you have a hearing impairment, call 711 or 1-800-649-3777.

Facebook.com/StateOfMichiganCareers
Twitter.com/SOMCareers

The State of Michigan is an Equal Opportunity Employer
FREQUENTLY ASKED QUESTIONS

1) Where are vacancies posted? Job vacancies for all departments in state government are posted at www.michigan.gov/statejobs (click on “MI Jobs Your Career Starts Here”).

2) Are internship opportunities available? Yes. Vacancies are posted at www.michigan.gov/statejobs. For more information, see the Internships tab at www.michigan.gov/Intern.

3) How do I apply for a job? Click “Apply” on the job posting and submit the application and any required documents (click on the “How to Apply” link for detailed instructions).

4) How do I know if a college degree is required? The job posting will indicate if a degree is required. For a list of jobs that require a degree, go to:
   a. www.michigan.gov/CareerServices
   b. Hover over Resources
   c. Click on College Degree Requirements for Civil Service Job Classifications

5) How should I apply when I do not have access to a computer? Contact your local library, MI Works! office, or the Detroit or Lansing office of Career Services.

STATE JOBS THAT REQUIRE AN EXAMINATION

The Administrative Support Examination is required for the jobs listed below. The applicable Math, General or Secretary test is administered when an applicant is selected by the hiring manager for an interview. A passing score is required for further consideration.

<table>
<thead>
<tr>
<th>Administrative Support</th>
<th>Jobs That Require This Exam</th>
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</table>
| Jobs covered by Math test | Accounting Assistant 5—8  
Calculations Assistant 5—8 |
| Jobs covered by General test  
(Requires 25 corrected WPM.) | Data Coding Operator 5—8  
General Office Assistant 5—8  
Human Resources Assistant 7—9  
Library Assistant 5—8  
Medical Benefits Reviewer 5—8 |
| Jobs covered by Secretary test  
(Requires 40 corrected WPM.) | Executive Secretary E10—11  
Legal Secretary 7—9  
Secretary 7—9  
Word Processing Assistant 5—8 |

The Entry-Level Law Enforcement Examination is required for the jobs listed below. Applicants must take and pass the examination before applying for a vacancy: Go to www.michigan.gov/statejobs, click on “MI Jobs Your Career Starts Here,” click on “Take an Exam,” and select Entry-Level Law Enforcement Examination.

<table>
<thead>
<tr>
<th>Entry-Level Law Enforcement</th>
<th>Jobs That Require This Exam</th>
</tr>
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</table>
| Conservation Officer 10  
Motor Carrier Officer (Recruit) 9  
State Trooper 10 |