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Civil service test guides for Federal, State, and local government jobs Before You Begin HOW THIS BOOK IS ORGANIZED ARCO Master the Clerical Exams gives you a structured, step-by-step tutorial program that can help you master all the basics you need to score high on The Town of Colonie Civil Service is responsible for the administration, recruitment, selection, and examination of prospective Town employees as well as classification of positions in the Town. This is another one I've wanted to write forever. Man, I've tried a bunch of times. No ruck. Not Rucky. Once again I'm stuck feeling so strongly about something that I'm tripping over myself trying to get my point across.