

STATE OF MICHIGAN

CIVIL SERVICE COMMISSION

SUSAN GRIMES MUNSELL, CHAIRPERSON
RAE LEE CHABOT
ROBERT P. HUNTER
JAMES P. PITZ



JOHN ENGLER, Governor

DEPARTMENT OF CIVIL SERVICE

CAPITOL COMMONS CENTER
400 SOUTH PINE STREET, P.O. BOX 30002
LANSING, MICHIGAN 48909

www.state.mi.us/mdcs

JOHN F. LOPEZ, State Personnel Director

September, 2000

Dear Applicant:

Efforts to enhance recruitment methods for the state of Michigan have resulted in improvements in job application processes at the Department of Civil Service. This means that there are now several ways to apply for state jobs, and the application form you recently completed has been discontinued. To be sure you are considered for vacancies in the future, we are asking that you review the new application processes outlined below and then apply using the appropriate method based on your job interests.

In many cases, you will be able to apply for jobs through the internet. Classified Job Opportunities notices are available on our web-site. These notices identify the primary application process for specific jobs. For example, if you are interested in a skilled trades job, you can apply to the Michigan Talent Bank. If you are interested in a Veterinarian position, you can apply through the On-line Candidate Registration process. If you are interested in a Fire and Safety Officer position, you can look for vacancies on the Civil Service web site Vacancy Posting System. Links to the Michigan Talent Bank, the On-line Candidate Registration and the Civil Service Vacancy Posting System can be found at www.state.mi.us/mdcs.

Jobs that continue to require an examination will still be filled using state employment lists. A list of classifications where employment lists are being kept is enclosed. Applications to take the listed exams may be sent to the Department of Civil Service.

Computers may be available for your use at public libraries, technology centers at public schools, community colleges and universities, and at our offices at the following addresses:

Department of Civil Service
Information Office
Capitol Commons Center, 1st Floor
400 South Pine Street
Lansing, Michigan 48912
(517) 373-3048
(800) 788-1766 (toll free)
(517) 335-0191 (TTY)

Department of Civil Service
Detroit Regional Office
State Plaza Building, Suite 616, 6th Floor
1200 Sixth Street
Detroit, Michigan 48226
(313) 256-3690
(313) 256-3606 (TTY)

Thank you for your interest in state of Michigan jobs.

Civil Service Maintained Applicant Pools

Account Examiner Supervisor 12
Account Examiner Supervisor 13
Account Examiner Supervisor 14
Accounting Assistant 5
Accounting Assistant 6
Accounting Assistant E 7
Activities Therapy Aide Supervisor 10
Activities Therapy Aide Supervisor 11
Administrative Technician Supervisor 10
Administrative Technician Supervisor 11
Administrative Technician Supervisor 12
Assistance Payments Worker 11
Assistance Payments Worker 8
Assistance Payments Worker 9
Assistance Payments Worker E 10
Assistant Resident Unit Supervisor 11
Auto Mechanic Supervisor 11
Building Trades Supervisor 11
Calculations Assistant 5
Calculations Assistant 6
Calculations Assistant E 7
Child Care Worker 8
Child Care Worker E 9
Civil Technician Supervisor 12
Civil Technician Supervisor 13
Communications Assistant 5
Communications Assistant 6
Communications Assistant E 7
Conservation Officer 10
Corrections Officer 8
Corrections Resident Representative E 10
Corrections Security Inspector 13
Corrections Security Representative E 10
Corrections Shift Supervisor 11
Corrections Shift Supervisor 12
Corrections Shift Supervisor 13
Data Coding Operator 5
Data Coding Operator 6
Data Coding Operator E 7
Data Processing Assistant 6
Data Processing Assistant E 7
Departmental Supervisor 10
Departmental Supervisor 11
Departmental Supervisor 12
Departmental Supervisor 13
Departmental Supervisor 14
Division Legal Secretary Supervisor 10
Division Legal Secretary Supervisor 11
Division Legal Secretary Supervisor 12
Domestic Services Supervisor 8
Domestic Services Supervisor 9
Domestic Services Supervisor 10
Domestic Services Supervisor 11
Domestic Services Supervisor 12
Electrician Supervisor 11
Electronics Technician Supervisor 12
Electronics Technician Supervisor 13
Employment Service Interviewer 9
Executive Secretary 10
Executive Secretary 11
Facilities Supervisor 10
Facilities Supervisor 11
Facilities Supervisor 12
Facilities Supervisor 13
Fire and Safety Officer Supervisor 9
Fire and Safety Officer Supervisor 10
Fire and Safety Officer Supervisor 11
Forensic Security Aide 8
General Office Assistant 5
General Office Assistant 6
General Office Assistant E 7
Groundskeeper Supervisor 10
Groundskeeper Supervisor 11
Janitor Supervisor 7
Laboratory Assistant Supervisor 10
Laboratory Assistant Supervisor 11
Legal Secretary 7
Legal Secretary E 8
Legal Secretary 9
Maintenance Mechanic Supervisor 11
Medical Benefits Reviewer 5
Medical Benefits Reviewer 6
Medical Benefits Reviewer E 7
Medical Technician Supervisor 12
Medical Technician Supervisor 13
Migrant Program Worker 10
Migrant Program Worker 8
Migrant Program Worker E 9
Motor Carrier Officer 9
Motor Vehicle Supervisor 8
Office Supervisor 9
Office Supervisor 10
Office Supervisor 11
Office Supervisor 12
Personnel Management Assistant 7
Personnel Management Assistant E 8
Physical Plant Supervisor 12
Physical Plant Supervisor 13
Power Plant Supervisor 11
Reproduction Machines Supervisor 8
Reproduction Machines Supervisor 9
Reproduction Machines Supervisor 10
Reproduction Machines Supervisor 11
Resident Unit Manager 13
Secretary 7
Secretary E 8
Secretary 9
Secretary Supervisor 10
Secretary Supervisor 11
Special Alternative Incarceration Officer 9
Special Alternative Incarceration Officer E 10
State Police Detective Sergeant 12
State Police Sergeant 1
State Police Trooper 10
State Properties Security Officer 7
State Services Assistant E 7
Storekeeper Supervisor 8
Storekeeper Supervisor 9
Unemployment Claims Supervisor 12
Word Processing Assistant 5
Word Processing Assistant 6
Word Processing Assistant E 7
Workers' Compensation Assistant E 8
Youth Specialist 7
Youth Specialist 8
Youth Specialist E 9
Youth Specialist 10
Youth Specialist Supervisor 11