



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## PRINCIPAL ADMINISTRATIVE ASSOCIATE THIRD AMENDED NOTICE

Exam. No. 8068

(Only for Agencies under the Jurisdiction of the Commissioner of the Department of Citywide Administrative Services)

**WHEN TO APPLY:** From: March 4, 2009  
To: April 7, 2009

**APPLICATION FEE: \$40.00**

Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, June 20, 2009.**

The Notice of Examination is amended as follows:

1. The statement "(Only for Agencies under the Jurisdiction of the Commissioner of the Department of Citywide Administrative Services)" was added to the above box under the examination number.
2. The current minimum per annum salary was corrected.
3. A paragraph was added to the "How to Qualify" section under qualification requirement (4) to clarify administrative experience, which was included on the original Notice of Examination.
4. "The Test" section was revised to include the test areas from the original Notice of Examination.

**WHAT THE JOB INVOLVES:** Principal Administrative Associates, under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible office, supervisory or administrative functions utilizing manual and automated office systems. All Principal Administrative Associates perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$38,443 per annum. This rate is subject to change. There are three (3) assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level(s) at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

**Education and Experience Requirements:** By the **last day of the Application Period** you must have:

- (1) A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), **and** three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
- (2) An associate degree or 60 semester credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), **and** four years of satisfactory, full-time progressively responsible clerical/administrative experience as described in (1) above; or
- (3) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** five years of satisfactory, full-time progressively responsible clerical/administrative experience as described in (1) above; or
- (4) Education and/or experience which is equivalent to (1), (2) or (3) above. However, all candidates must possess the one year of administrative or supervisory experience as described in (1) above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in (1) above) at the rate of 30 semester credits from an accredited college or university (as described above) for 6 months of experience, up to a maximum of 3½ years.

Serving in an administrative capacity includes tasks which provide high level support to an office and/or top executive of an organization, with the authority to make critical decisions about matters of significance. It does not include basic clerical tasks such as filing, typing and data entry, answering the telephone, sorting and copying materials.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) you begin City service as a result of this examination; or
- (2) you are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2, A.4, A.5 (if applicable), and B**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on the ability to understand written English words, sentences, paragraphs, etc.; the ability to write English words, sentences, paragraphs, etc., concisely and clearly so that others will understand; the ability to correctly perform numerical operations, such as adding, subtracting, dividing, multiplying and finding percentages; the ability to tell when something is wrong or is likely to go wrong; the ability to establish a course of action for yourself and/or subordinates to accomplish a specific goal; the ability to analyze a problem or situation and make appropriate judgments; principles and techniques of supervision; standards of proper employee conduct; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results.

**There will also be a qualifying Education and Experience Test.** If you pass the multiple-choice test, your Education and Experience Test Paper will be rated, as vacancies occur. If you pass the qualifying education and experience test and meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. However, based on the projected number of vacancies, it is possible that not all candidates who pass the multiple-choice test will have their Education and Experience Test Paper rated.

**ADDITIONAL INFORMATION:**

**Selective Certification for Special Skills:** If you possess the special skills described below, you may be given preferred consideration for appointment to positions requiring such special skills through a process called Selective Certification. If you satisfy the Selective Certification requirements and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the multiple-choice test. These selective certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification # 1 - Typing:** For positions of secretary to a high level executive which require typing skills. You will be required to meet the typing skills requirement by demonstrating your ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

**Selective Certification # 2 - Typing and Stenography:** For positions of secretary to a high level executive which require typing and stenographic skills. To qualify, you must pass a qualifying stenographic test and a qualifying typing test. The stenographic test will consist of dictation at the rate of ninety words per minute for three minutes. You will answer a 60-item multiple-choice test based on the dictation. In order to achieve a passing score, you must have **no** more than 10 incorrect answers on this multiple-choice test. You will be required to meet the typing skills requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 10124; Office Worker Occupational Group

For information about other exams, or your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)