



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO PRINCIPAL ADMINISTRATIVE ASSOCIATE
 (Only for agencies under the jurisdiction of the Commissioner of the NYC Department of
 Citywide Administrative Services)
SECOND AMENDED NOTICE
 Exam. No. 8535

<p>WHEN TO APPLY: From: March 4, 2009 To: April 7, 2009</p>	<p>APPLICATION FEE: \$40.00 Payable by mail by money order to DC A S (EXAMS) or payable online by credit card, bank card, or debit card.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 20, 2009.</p>	

The Notice of Examination is amended to allow Clerical Associates in the Department of Finance who were functionally transferred to Call Center Representative in the Department of Information Technology and Telecommunications to be eligible to take this examination and to be promoted.

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. Promotions will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level(s) at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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) 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 form(s) that you must fill out. Return all completed form(s) 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Bookkeeper, Associate Reporter/Stenographer (DA), Cashier, Clerical Associate, Correction Administrative Aide, Eligibility Specialist, Paralegal Aide, Public Relations Assistant, Research Assistant, Research Assistant (Behavioral Sciences), Secretary, Senior Police Administrative Aide, Stenographic Specialist, or Supervisor of Office Machine Operations; or

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- (2) holds a permanent (not provisional) competitive appointment in the title of Call Center Representative in the Department of Information Technology and Telecommunications, due to the employee's functional transfer from a permanent competitive appointment in the title of Clerical Associate in the Department of Finance on May 24, 2009; and
- (3) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title or your name must appear on a Preferred List for the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or in the title of Call Center Representative due to your functional transfer from a permanent appointment in the title of Clerical Associate in the Department of Finance on May 24, 2009 or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIRED FORM(S):

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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner of DCAS in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 ethical conduct, including provisions of Mayor's Executive Order No. 16 of 1978, as amended; 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 pass the multiple-choice test and are marked eligible, 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. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Special Skills: If you possess the special skills described below, you may be given preferred consideration for promotion 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 eligible list. If you meet these requirements 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 the 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 be permanently employed in the title of Stenographic Specialist or Associate Reporter/Stenographer (DA); or be permanently employed in the title of Secretary and previously have been permanently employed in the title of Stenographic/Secretarial Associate; or 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.

A concurrent examination for Promotion to Principal Administrative Associate (HHC) for employees under the jurisdiction of the NYC Health and Hospitals Corporation and a concurrent open-competitive examination for Principal Administrative Associate will also be given.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You *become eligible* after the above application period but on or before the date of the multiple-choice test.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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, 14th 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**

