



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

**JOB OPPORTUNITY SPECIALIST**

**Exam. No. 0127**  
 AMENDED NOTICE - October 26, 2009

**WHEN TO APPLY:** From: October 7, 2009  
 To: November 24, 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, February 6, 2010

The Notice of Examination is amended to extend the end of the Application Period from October 27, 2009 to November 24, 2009.

**WHAT THE JOB INVOLVES:** Job Opportunity Specialists under supervision, with some latitude for independent judgment and decision making and in accordance with agency policies/procedures and federal/state regulations, provide economic support and employment related services to persons in need, to promote individual and family self-sufficiency. All Job Opportunity Specialists perform related work.

**Special Working Conditions:** Job Opportunity Specialists appointed to this position may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$35,740 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" Section, you must submit an application using one of the following options:

- Online at the DCAS Website:** 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.
- By Mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances form:** This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

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.

**HOW TO QUALIFY:**

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

- 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); or
- A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time satisfactory experience working directly with or for a job opportunity program, providing employment planning/counseling services involving job development, skill assessment and employment placement; or

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3. A satisfactory combination of education and/or experience that is equivalent to (1) or (2) above. College credit from an accredited college may be submitted for experience on the basis of 30 semester credits for one year of work experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

**Residency Requirement:** City residency is not required for this position.

**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, A.2, A.4, B, and D**. 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 written expression; interviewing techniques; decision making; prioritizing; the ability to recognize the feelings, needs, and points of view of others and to modify one's approach to most effectively meet the needs of a situation; problem recognition; applying procedures to specific problems; synthesizing information; basic arithmetic including the ability to add, subtract, multiply, divide and calculate percentages; and other related areas.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or date recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

**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. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language:** If you can speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such selective certification. If you meet the Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examination - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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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, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52314; Clerical Administrative Occupational Group.

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