



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

DONALD P. BROSEN  
Acting Commissioner

# NOTICE OF EXAMINATION

**RESEARCH ASSISTANT**

**Exam. No. 1014**

<p><b>WHEN TO APPLY:</b> From: <b>October 6, 2010</b> To: <b>October 26, 2010</b></p>	<p><b>APPLICATION FEE: \$40.00</b> Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, January 22, 2011.</b></p>	

**WHAT THE JOB INVOLVES:** Research Assistants, under general supervision, conduct research activities, special studies and writing assignments of more than ordinary difficulty and responsibility; perform research activities by collecting information and data of current and historical nature for use in the preparation of reports; obtain source materials by means of library research, examination of records, published materials, or personal interviews; prepare written reports; maintain records of factual and statistical information; handle telephone and correspondence requests for information requiring research; perform quantitative analysis and prepare reports. All Research Assistants 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 \$38,303 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, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** Go to the 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 form(s) that you must fill out. Return all completed form(s) and the 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.

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

**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."

**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 **and** six months of satisfactory, full-time experience in research which involves gathering, organizing and analyzing data and report writing; or
- 2) An associate degree from an accredited college or completion of 60 semester credits at an accredited college **and** two years and six months of full-time satisfactory experience as described in "1" above; or

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

- 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** four years and six months of satisfactory, full-time experience as described in "1" above; or
- 4) A satisfactory combination of education and/or experience that is equivalent to "1" "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine semester credits, at the undergraduate or graduate level from an accredited college, in statistics, quantitative methods, mathematics, or research can be substituted for six months experience. However, all candidates must have a four year high school diploma or its educational equivalent **and** at least six months of required experience or the nine specialized credits.

The college or university must be 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).

You may be given the test before we verify your qualifications.

**Instructions for Describing Work Experience:**

- For each major task *you* performed, provide a precise description of what *you* did. For example, include the specific methods of gathering, organizing and analyzing data that *you* conducted and the subject matter of the reports that *you* wrote.
- Limiting your duties description to statements taken directly from the qualification requirements and/or job description for this or a related title is not sufficient. For example, stating that your research experience consisted of gathering, organizing and analyzing data and report writing is insufficient. You must indicate the specific types of research duties *you* performed in order to gather, organize and analyze data and write reports.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

**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 (if applicable), A.6 (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. Ask the evaluation service for a "**document-by-document**" evaluation of your foreign education. **However**, if you intend to substitute the nine specialized undergraduate or graduate credits for six months of required experience, as stated under Item (4) on page 2 above, ask for a "**course-by-course**" evaluation (which includes a "**document-by-document**" evaluation). 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; following a rule or set of rules to arrange things or actions in a certain order; identifying differences between or among groups of numbers, letters or words; applying procedures; basic arithmetic; 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 data 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.

**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.

**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.

**ADDITIONAL INFORMATION:**

**Selective Certification for the Ability to Use Microsoft Excel:** If you have this ability, you may be considered for appointment to positions requiring the ability to use Microsoft Excel through a process called Selective Certification. Your ability to use Microsoft Excel will be verified at the time of the appointment interview. If you qualify for Selective Certification, 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. This ability may be gained at any time during the duration of the list. If you gain this ability at some future date, please submit a request in writing by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to be considered for Selective Certification. 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, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60910; Miscellaneous 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)