MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

FOREIGN EDUCATION FACT SHEET
(IF APPLICABLE)

ELIGIBILITY SPECIALIST

Exam Nos. 3344, 3345, and 3346

WHEN TO APPLY: On the date of the test.

APPLICATION FEE: $47.00
Payable only at a Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). ***If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.***

THE TEST SCHEDULE: Testing for the title of Eligibility Specialist is anticipated to be held throughout the year depending on the hiring needs of the agencies. Below is the schedule of testing from July, 2012 - June, 2013:

Exam No.	Filing and Testing Period
3344	July 6, 2012 - October 31, 2012
3345	November 1, 2012 - February 28, 2013
3346	March 1, 2013 - June 29, 2013

Monthly Schedule: A monthly schedule of the days and times of filing and testing will be available beginning on the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computerized Testing Centers.

DCAS COMPUTERIZED TESTING CENTERS: This exam will be administered at the DCAS Computerized Testing Centers:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computerized Testing Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Eligibility Specialist test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional filing fee will not be refunded.

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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computerized Testing Center while you are taking the test.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

Test dates and times are subject to change.

WHAT THE JOB INVOLVES: Eligibility Specialists, under varying degrees of supervision and latitude for independent action or decision, are responsible for the determination and verification of initial and continuing eligibility for Public Assistance including Income Maintenance, Medicaid, Emergency Housing services and/or Food Stamps. This work is performed under well-defined procedures of the Human Resources Administration/Department of Social Services. Eligibility is determined through the use of agency procedures, automated systems and/or based on face-to-face client interviews. All Eligibility Specialists perform related work.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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 $30,683 per annum. This rate is subject to change. There are three 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: You will receive an exam application and filing instructions when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Form: 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 will be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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.

HOW TO QUALIFY:

Education and Experience Requirements: By **January 31, 2013** for Exam No. 3344, or by **June 30, 2013** for Exam Nos. 3345 and 3346, you must have:

1. Completion of 60 semester credits at an accredited college; or

2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** two years of full-time satisfactory experience in one or more of the following areas:

   a) interviewing, gathering information and/or preparing necessary documentation for the purpose of making decisions concerning eligibility for public assistance or unemployment, health, social security, casualty, property or liability insurance, or other related benefits, or

   b) performing duties as a bookkeeper, bank teller, housing office teller, purchasing agent, assistant store manager, or sales representative responsible for accounts, or customer service representative responsible for making determinations; or

   c) as a community organization representative dealing with Social Services agencies, or aiding individuals in solving housing, social, financial, or health problems; or

3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college or university may be substituted for each year of required experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

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).

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. **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 at a computer terminal. 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 interpreting and applying rules and regulations to specific problems

or cases, and obtaining pertinent data from documents, files and coded information; following instructions and procedures; arranging information in the best or most appropriate order or sequence, including alphabetical and numerical filing; clerical accuracy, including proofreading and matching; ability to perform basic mathematical computations, including addition, subtraction, multiplication, division, and calculating percentages; caseload management, including working with others, and face-to-face and telephone interviewing techniques; reading comprehension; written expression; and other related areas.

THE TEST RESULTS: If you 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 Foreign Language and/or American Sign Language: If you can speak a foreign language and/or know American Sign 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 on the day of the multiple-choice test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, you must notify the Test Administration Unit by email at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Refer to the **Special Circumstances Form** www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.