



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 INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)
AFFIRMATION FORM

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

## PARALEGAL AIDE Exam No. 7046

**WHEN TO APPLY:** From: June 7, 2017 To: June 27, 2017

**APPLICATION FEE: \$54.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Paralegal Aides, under the supervision of high level staff and/or attorneys, perform paralegal (legal assistant) work of varying degrees of difficulty and responsibility. Paralegal Aides assist and receive training from attorneys, formal referees and more experienced Paralegal Aides in the management of cases through various stages of legal proceedings; and independently perform routine paralegal tasks that may include but are not limited to drafting legal papers for review by higher level staff and/or attorneys, requesting documents, and conducting legal research. All Paralegal Aides perform related work.

**Special Working Conditions:** Paralegal Aides may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Paralegal Aides and environmental conditions experienced are: lifting and carrying large boxes and heavy files; climbing stairs; traveling throughout the City on all types of public transportation, and/or walking up to two miles per day, in all kinds of weather, often carrying heavy files.

(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 \$35,012 per annum. This rate is subject to change. There are two 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 at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** 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.

**Education and Experience Requirements:**

1. A baccalaureate degree from an accredited college or university; or
2. An associate degree or completion of 60 semester credits from an accredited college or university **and** two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
3. A four-year high school diploma or its educational equivalent **and** four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2" or "3" above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college or university for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

**The education requirement must be met by June 30, 2017. The experience and certification requirements must be met by the last day of the Application Period (June 27, 2017).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education, experience, and/or certifications on your Education and Experience Test and submit it by the end of the Application Period. You have until midnight Eastern time on the last day of the Application Period (June 27, 2017) to complete and submit your Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (June 27, 2017).** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2017 or experience and certifications which you obtain after the end of the Application Period.

**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 INFORMATION:**

1. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form,

your application will not be considered complete, and your name will not appear on the eligible list for this examination.

2. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
3. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.6 (if applicable), B, C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
4. **Foreign Education Evaluation Guide (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 Evaluation Guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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:** Your score will be determined by an education and experience test. Your score on this test will be used to determine your place on an eligible list. You will receive a score of 70 points for meeting the education and experience requirements listed on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience, acquired in the United States, performing Paralegal (legal assistant) services involving the American Legal System for:**

**You will receive:**

At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
At least 5 years but less than 6 years	25 points
6 or more years	30 points

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for experience which you obtain after the end of the Application Period.

Experience must be obtained by **the last day of the Application Period (June 27, 2017)**.

**THE TEST RESULTS:** If you pass the education and experience 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 appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Assignment Level II positions:** If you meet one of the following requirements, you may be considered for appointment to Assignment Level II positions requiring these qualifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications. If you wish to apply for this Selective Certification, state "**CM2**" in Section D of the Education and Experience Test. Your education and experience will be checked by the appointing agency at the time of appointment

**Requirements:** In addition to meeting the minimum education and experience requirements on page 2 for Paralegal Aide, you must have:

1. A baccalaureate degree from an accredited college or university **and** either (a) one year of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services, or (b) Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association; or
2. A baccalaureate degree from an accredited college or university, including or supplemented by a combination of 12 semester credits in U.S. history, U.S. political science, U.S. law, U.S. paralegal studies, U.S. criminal justice, U.S. urban studies, international relations and/or U.S. legal studies; or
3. An associate degree or completion of 60 semester credits from an accredited college or university **and** three years of full-time experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A four-year high school diploma or its educational equivalent **and** five years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services.

The above Selective Certification requirements maybe met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting on your correspondence.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at *OASys@dcas.nyc.gov*. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 30080; Paralegal 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)