MICHAEL R. BLOOMBERG
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Commissioner

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET
(IF APPLICABLE)

ELECTRICIAN'S HELPER
Exam. No. 5064
(For Agencies Under the Jurisdiction of DCAS Only)

WHEN TO APPLY: From: October 5, 2005 To: October 25, 2005

APPLICATION FEE: $50.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 7, 2006.

WHAT THE JOB INVOLVES: Electrician's Helpers, under direct supervision, assist electricians to install, repair, replace and maintain electric systems, appliances, apparatus and equipment according to the provisions of the New York City Electrical Code and approved plans and specifications; and perform related work.

Some of the physical activities performed by Electrician's Helpers and environmental conditions experienced are: reading meters in dimly lit areas; climbing and descending ladders, including working on bucket trucks or cherry pickers; working in areas of hot temperatures and poor ventilation, including confined spaces requiring the wearing of a respirator; using both hands to work overhead; using hand held tools to saw conduit and cut wires; and carrying tools, materials and equipment up and down stairs.

(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 $26.65 per hour for a 35 hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. Three years of full-time satisfactory experience acquired within the last 15 years as an electrician's helper or apprentice electrician; or

2. At least one and one-half years of full-time satisfactory experience acquired within the last 15 years as an electrician's helper or apprentice electrician plus relevant education or training acquired in a trade school, technical school or vocational high school approved by a state's Department of Education or comparable governmental agency to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of relevant education or training.

You are responsible for determining whether or not you meet the eligibility requirements for this exam 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.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

(1) You begin City service as a result of this examination; or
(2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: Candidates must be able to understand and be understood in English.

Pulmonary Testing Requirement: Some positions within the New York City Housing Authority may require pulmonary testing for the ability to wear respirators.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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**: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, B, C, 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.

3. **Foreign Education Fact Sheet** (**Required <u>only</u> 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the written 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: 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 this test. The multiple-choice test may include questions on knowledge of materials used in the trade; use of tools and equipment for electrical work; safe working practices; basic electrical knowledge; good housekeeping practices; maintaining and cleaning machines, tools, and equipment; basic principles of electricity; electrical calculations; diagrams, schematics and plans; and other related areas.

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 Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given in the test booklet on the day of the 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 will meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

This examination is for all agencies under the jurisdiction of DCAS and not for the Health and Hospitals Corporation (HHC) or City University of New York (CUNY). If you would like to apply for Electrician's Helper in HHC you must submit a separate application and fee for Examination No. 5066 from October 5, 2005 through October 25, 2005. If you would like to apply for Electrician's Helper in CUNY you must submit a separate application and fee for Examination No. 5065 from October 5, 2005 through October 25, 2005.

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."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91722; Skilled Craftsman and Operative Service.

For information about your exam and other exams, call (212) 669-1357.
Internet: nyc.gov/dcas