



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

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

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

CORRECTION ADMINISTRATIVE AIDE Exam No. 2039

WHEN TO APPLY: From: April 4, 2012 To: April 24, 2012	APPLICATION FEE: \$47.00 <i>If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount.</i>
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WHAT THE JOB INVOLVES: Correction Administrative Aides, under supervision, with some latitude for independent action, initiative or decision, perform responsible and difficult clerical, typing, word processing and data entry tasks in a correction institution or other department unit or office of the Department of Correction. They perform administrative work of moderate difficulty involving the handling of confidential and other information and material; utilize manual and automated office systems. They keep records; file, shelve, store and retrieve correspondence, records, reports, manuals and other material; prepare and type records, reports, communications, stencils, forms and schedules; review and verify written information; complete department forms; write reports and communications, obtain from and transmit information to the public or members of the Department of Correction or to other agencies either in person, or by using a telephone, telephone switchboard, radio, computer terminal, or other equipment; receive, send, separate and distribute mail; and occasionally perform messenger duties, as required. They may handle equipment and supplies, and perform related work.

Special Working Conditions: You will be required to work various tours or shifts including nights, Saturdays, Sundays, and holidays depending upon the needs of the department.

(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.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

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

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By **June 30, 2012**, you must have:

1. A four-year high school diploma or its educational equivalent and
 - (a) One year of full-time satisfactory experience performing clerical, word processing or data entry duties; or
 - (b) One year of full-time satisfactory experience in public contact work requiring the obtaining and recording of information from persons; or
 - (c) Completion of 30 semester credits from an accredited college; or
 - (d) Completion of two years of honorable full-time U.S. military service; or
2. A satisfactory combination of education and/or experience equivalent to 1(a), 1(b), 1(c), or 1(d) above. Fifteen college semester credits may be substituted for each six months of the experience in 1(a) or 1(b) above, or for one year of honorable full-time U.S. military service in 1(d) above. However, all candidates must possess a four-year high school diploma or its educational equivalent.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be 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).

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.

In order for experience to be acceptable for meeting the qualification requirements under 1 (a) or 1 (b) above, at least 60% of your time must be spent performing the specified duties. Work as a receptionist, greeter, usher, cashier, or food service worker is not acceptable.

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

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 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), and **B**(if applicable). 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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Additional Credit: You will receive five (5) additional points for every additional year of full-time satisfactory experience performing clerical, word processing or data entry duties; or public contact work requiring the obtaining and recording of information from persons.

You will receive five (5) additional points for every 30 college semester credits 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).

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. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

In order for experience to be acceptable for additional credit, at least 60% of your time must be spent performing the specified duties. Work as a receptionist, greeter, usher, cashier, or food service worker is not acceptable.

Education and experience must be obtained by June 30, 2012.

THE TEST RESULTS: If you meet the education and experience requirements, 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:

Application Receipt: If you applied online, 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. **If you applied by mail**, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th 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.

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, 14th floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70400; Correction Administrative Aide Occupational Group.

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