



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ASSISTANT ARCHITECT

Exam No. 0121

WHEN TO APPLY: From: September 5, 2019

APPLICATION FEE: \$68.00

To: September 25, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Assistant Architects under supervision, perform architectural work of moderate difficulty and responsibility and may supervise subordinate employees. They supervise a small squad, unit or group engaged in the performance of work in architectural design, construction supervision, inspection and testing, or tracing and drafting; engage in research, investigations, studies or examinations related to the architectural functions and activities of a department or agency; prepare, develop and/or review drawings, maps, plans and interpretive detail sketches or layouts, using various methods and technologies, related to architectural plans for the construction, remodeling or repair of public works, structures or installations; prepare specifications, estimates of quantities of materials required and cost estimates for architectural projects; review shop drawings; prepare analyses of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances; participate in the development of designs of exteriors, facades, ornamental work, sculpture grounds and walks, etc.; participate in and may supervise the design, inspection, construction, demolition and/or alteration of premises to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules or regulations and in connection with the issuance of certificates of occupancy or other requisite or pertinent permits; review or examine plans for such purposes; participate in, and may supervise, inspection or testing operations and installations in a laboratory, manufacturer's plant, or on a job site by observing, checking and certifying materials and equipment to be incorporated in public works, plants or structures; participate in, and may supervise, the operation and maintenance of public works and the preparation of recommendations for alterations or repairs of public works, plants or structures; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Assistant Architects and environmental conditions experienced are: walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; looking at a computer monitor for a long period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 \$55,416 per annum. This rate is subject to change.

HOW TO QUALIFY:

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

You will **not** receive credit for education which you obtain after January 31, 2020, nor will you receive credit for registration or experience which you obtain after the end of the Application Period (September 25, 2019).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from an accredited college or university; or
2. A Bachelor of Science degree in architecture that is the first four years of a five-year first professional degree program in architecture from an accredited college or university, **and** one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

The following are examples of four year degrees that are NOT acceptable for this examination.

- a. Bachelor of Science in Architectural Technology
- b. Bachelor of Professional Studies in Architecture
- c. Bachelor of Science in Fine Arts issued by the Architectural Department of a college or university
- d. Bachelor of Science in Art and Design issued by the Architectural Department of a college or university

The education requirement must be met by January 31, 2020. The registration and experience requirements must be met by the last day of the Application Period (September 25, 2019).

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 have until midnight Eastern time on the last day of the Application Period (September 25, 2019) to clearly specify in detail all of your relevant education, registration, and experience on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education, registration, and/or experience online.

You will not receive credit for education which you obtain after January 31, 2020, nor will you receive credit for registration or experience which you obtain after the end of the Application Period (September 25, 2019).

If you are seeking credit for your valid New York State Registration as an Architect, enter the date you originally received the Registration when completing your examination.

Residency: City residency is not required for this position.

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.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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 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."

REQUIRED INFORMATION:

1. **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.
2. **Education and Experience Test:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 25, 2019) to clearly specify in detail all of your relevant education, registration, and experience on your Education and Experience Test and submit it in the Online Application System (OASys).
3. **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 which is located on the DCAS website at 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 January 31, 2020.

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:

For full-time satisfactory architectural work experience subsequent to receiving a Bachelor or Master of Architecture that is the first professional degree in architecture, or a Bachelor of Science degree in architecture, you will receive:

- (A) 15 points for at least one year but less than two years of experience; and
- (B) 30 points for two or more years of experience.

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.

Experience must be obtained by **the last day of the application period**.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civilservice-system.page>.

ADDITIONAL INFORMATION:

Selective Certification for Driver License (MVO): 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your motor vehicle Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (CZS): If you have one year of full-time satisfactory experience in any of the following specialties:

- 1) NYC Construction Codes,
- 2) NYC Zoning Resolution Interpretation,
- 3) International Building Code or,
- 4) Structural Building Assessment,

you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number and the specific selective certification 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, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

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

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 21210; Architect Occupational Group.

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