



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**THE NEW YORK CITY BRIDGE EXAM**  
**Exam No. 2978**  
**THIRD AMENDED NOTICE – September 21, 2022**

<b>ASBESTOS HAZARD INVESTIGATOR</b>	<b>INVESTIGATOR</b>
<b>CASHIER</b>	<b>MAINTENANCE WORKER</b>
<b>CLERICAL AIDE</b>	<b>OFFICE MACHINE AIDE</b>
<b>COMPUTER AIDE</b>	<b>RADIO REPAIR MECHANIC</b>
<b>EDUCATION ANALYST TRAINEE</b>	<b>SECRETARY</b>
	<b>SECRETARY (NYC H+H)</b>

This examination is open to all candidates who wish to apply for and meet the requirements for any one or more of the titles indicated above.

**Note: SECRETARY (NYC H+H) is for NYC HEALTH + HOSPITALS only**

**WHEN TO APPLY:** From: April 6, 2022  
To: April 26, 2022

**APPLICATION FEE: \$40.00**

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

**THE TEST DATE:** Multiple-choice and Qualifying Education and Experience testing is expected to begin on **Monday, September 26, 2022.**

**The Notice of Examination is amended to include the Written Test Description and remove the Selective Certification for Gas Work Qualification (G54).**

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

**The New York City Bridge Exam** is designed to offer you the opportunity to take one multiple-choice test for multiple titles and have your name appear on multiple civil service lists simultaneously if you meet the minimum qualification requirements.

With this new and innovative approach, during the application period, you will submit one application for the New York City Bridge Exam. On the day of the multiple-choice test, you will choose the title(s) that you wish to be considered for.

You will be given an exam consisting of two parts: A Qualifying Education and Experience Exam for each title selected and a multiple-choice test at a computer terminal. Applicants must meet the minimum qualification requirements for each title selected (see the HOW TO QUALIFY section). A civil service list will be established for each title separately.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO QUALIFY:**

**This is a computer-based Qualifying Education and Experience Exam. Your education and experience will be evaluated on the date of the multiple-choice test and you will receive results at a later date.** You are responsible for determining whether or not you meet the education and experience requirements for each title you are interested in for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded.

**You must meet the education and experience requirements for each title you select. The education requirement must be met by June 30, 2022. The experience requirement must be met by the last day of the Application Period (April 26, 2022). The certificate requirement (for the titles of Asbestos Hazard Investigator and Computer Aide) must be met by the last day of the Application Period (April 26, 2022).**

**Please see important information about additional requirements in the ADDITIONAL REQUIREMENTS section, beginning on page 8.**

**ASBESTOS HAZARD INVESTIGATOR**

**WHAT THE JOB INVOLVES:**

Asbestos Hazard Investigators, under supervision, perform work involving asbestos hazard assessment and inspection. All Asbestos Hazard Investigators perform related work.

(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 \$54,410 per annum. This rate is subject to change.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

A valid certification as a Certified Asbestos Investigator issued by the New York City Department of Environmental Protection pursuant to the New York City Administrative Code §24-136. This certification must be maintained for the duration of the appointment.

**CASHIER**

**WHAT THE JOB INVOLVES:**

Cashiers, under supervision, with little latitude for independent action or decision, perform cashier work of ordinary difficulty and responsibility. All Cashiers perform related work.

(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 \$36,390 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.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and one year of satisfactory full-time experience dealing with sums of money in such positions as cashier, sales cashier, bank teller, housing teller, railroad clerk, or toll collector; or
2. Two years of satisfactory full-time experience as described in "1" above.

At the time of appointment, eligibles must qualify for bonding.

### CLERICAL AIDE

**WHAT THE JOB INVOLVES:**

Clerical Aides, under direct supervision, perform routine clerical work of minimal difficulty and responsibility with very limited latitude for independent judgment. All Clerical Aides perform related work.

(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 \$29,483 per annum. This rate is subject to change.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** There are no formal education or experience requirements.

### COMPUTER AIDE

**WHAT THE JOB INVOLVES:**

Computer Aides operate computer consoles or networks and computer peripheral devices and/or provide users with service desk and/or desktop support. All Computer Aides perform related work.

**Special Working Conditions:**

Computer Aides may be required to work rotating shifts, around the clock, including Saturdays, Sundays, and holidays.

Some of the physical activities performed by Computer Aides and environmental conditions experienced are lifting up to 50 pounds, bending and stretching and working within a computer room environment.

(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 \$40,990 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.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent, and
  - (a) six months of satisfactory full-time mainframe, mini-computer or LAN/WAN computer operations experience or service desk and/or desktop support experience; or
  - (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe/mini-computer operations and/or technical support; or
  - (c) a currently valid A+ or Network+ certification; or
2. An associate degree or 60 semester credits from an accredited college or university including or supplemented by 12 semester credits in computer technology; or
3. Education and/or experience that is equivalent to "1" or "2" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college or university, including or supplemented by six semester credits in computer technology for three months of experience. However, all candidates must have a four-year high school diploma or its educational equivalent.

Experience which primarily involves performing computer data entry and/or using word processing, spreadsheet and/or database applications as an end user is **not acceptable** towards meeting the education and experience requirements for this title.

### EDUCATION ANALYST TRAINEE

**WHAT THE JOB INVOLVES:**

Education Analyst Trainees, under supervision, with some latitude for independent judgment, in a Central Headquarters of the Department of Education of the City of New York, receive training in and assist in professional and technical work in the preparation and administration of budgets; the preparation and conduct of administrative and procedural studies and analyses; and in personnel administration. All Education Analyst Trainees perform related work.

(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 \$42,325 per annum. The salary of those hired will be increased to \$45,644 per annum upon completion of one year of satisfactory service.

This is a trainee class of positions. The title of Education Analyst Trainee has a probationary period of two years. Upon satisfactory completion of two years of service, permanent employees in this class of positions will advance without further examination to the title of Education Analyst.

**EDUCATION REQUIREMENT:** A baccalaureate degree from an accredited college or university.

### INVESTIGATOR

**WHAT THE JOB INVOLVES:**

Investigators, under supervision, with some latitude for independent initiative and judgement, perform professional investigations of ordinary difficulty designed to prevent or detect violations of tax laws, violations of rules and regulations of various agencies, or determine qualifications for City employment and trade licenses. All Investigators perform related work.

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

Some of the physical activities and environmental conditions performed and experienced by Investigators are: working outside in all kinds of weather, in all areas of the city; standing for up to seven hours per day; walking up to five miles per day; climbing stairs and carrying evidentiary records that weigh up to 20 pounds.

(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 \$41,483 per annum. This rate is subject to change.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience as an investigator evaluating credit worthiness, searching for assets, verifying information concerning education, experience, and other personal qualifications bearing upon character and fitness for employment; or performing investigations involving the research, compilation and/or location of evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature; or
2. An associate degree or 60 semester credits from an accredited college or university and two years of satisfactory, full-time experience as described in "1" above; or
3. A baccalaureate degree from an accredited college or university; or
4. Education and/or experience equivalent to "1," "2" or "3" above. However all candidates must have at least a high school diploma or its educational equivalent. College credits can be substituted for the additional required experience as follows: The first 60 semester credits of a candidate's education may be substituted for experience on the basis that 30 semester credits is equivalent to 6 months of experience. Semester credits in addition to 60 credits may be substituted for experience on the basis that 30 semester credits is equivalent to 1 year of experience.

## MAINTENANCE WORKER

### WHAT THE JOB INVOLVES:

Maintenance Workers, under direct supervision, assist in the routine maintenance, operation and repair of public buildings and structures, and the equipment they contain. They conduct visual inspections of building equipment and conditions; maintain, adjust and make repairs of building hardware, furniture, shelving and equipment; replace broken window and door glass; repair windows and sash; make repairs to masonry, woodwork, flooring and walls; make repairs to building electrical, plumbing and heating systems; assist in relocating building equipment as directed; visually inspect public buildings, structures and equipment to assess and check for defects, malfunctions and hazardous conditions; visually check for and record the observable conditions of the premises; prepare reports; keep records; and may operate a motor vehicle in the performance of assigned duties. All Maintenance Workers perform related work.

### Special Working Conditions:

Maintenance Workers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Maintenance Workers and environmental conditions experienced are: climbing stairs and ladders up to 50 feet above the ground; lifting and carrying objects weighing up to 50 pounds; using power driven and regular hand tools; bending; crouching and kneeling; working in confined spaces; working outdoors in all kinds of weather conditions.

(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 \$29.98 per hour for a 40-hour work week. This rate is subject to change.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Three years of full-time satisfactory experience as a mechanic, journeyperson or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; or
2. At least two years of full-time satisfactory experience as described in "1" above plus sufficient full-time training or education in the electrical, mechanical, or construction trades in a trade school, technical school or vocational high school to make up the equivalent of three years of acceptable experience. Six months of experience will be credited for each year of full-time acceptable training or education.

**Note:** Experience performing janitorial-type maintenance will not be acceptable for meeting the work experience requirements.

## OFFICE MACHINE AIDE

### WHAT THE JOB INVOLVES:

Office Machine Aides operate office machines at varying degrees of difficulty and responsibility. This includes, but is not limited to, state-of-the-art scanning and digital reproduction equipment, digital postal machines, digital cutters, and bookbinding machines and associated equipment, including photocopy and blueprint machines. Other tasks include setting up jobs by using a keyboard, mouse or touchscreen to enter commands, and performing routine maintenance to ensure proper operation of machines. All Office Machine Aides perform related work.

### Special Working Conditions:

Some of the physical activities performed by Office Machine Aides and environmental conditions experienced are: working under high noise conditions; carrying boxes of paper weighing up to 50 pounds; being exposed to chemicals used in printing; operating machines which, if used improperly, can cause finger injuries.

(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 \$29,483 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

## RADIO REPAIR MECHANIC

### WHAT THE JOB INVOLVES:

Radio Repair Mechanics, under supervision, install, repair, align, maintain, service and/or tune the following: radio, radar, microwave, multiplex, television and electronic apparatus and appurtenances of the City's communication systems; land, mobile and marine radio receivers and transmitters, including analog and digital UHF and VHF equipment; radio power systems; radio antenna systems; miniature radio receivers and transmitters; audio amplifiers and public address systems including related telephone intercom, program timer and/or clock systems; television cameras, closed circuit cameras, receivers and antennas; radar systems; electronic test equipment; multiplex equipment; digital sound recorders; magnetic tape recorders; and other electronic devices. Radio Repair Mechanics locate and isolate defects in, and adjust, align, or tune electronic equipment; repair, replace, and troubleshoot defective parts; install electronic units and associated electrical elements, including the mounting of radios; keep records and make reports; and operate a motor vehicle. All Radio Repair Mechanics perform related work.

### Special Working Conditions:

Radio Repair Mechanics may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Radio Repair Mechanics and environmental conditions experienced are: climbing ladders; climbing stairs; lifting and carrying heavy tools, batteries, radio cabinets, radio racks, and other equipment; climbing on top of, crawling beneath and working within various types of vehicles to install, repair and remove communications equipment and systems; may be required to work in adverse weather conditions including extreme temperatures, confined areas, noisy locations, and dirty environments.

(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 \$52.71 per hour, for a 40-hour work week. This rate is subject to change.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a radio repair mechanic or as an electronic technician repairing electronic equipment; or
2. At least three years of experience as described in "1" above, plus sufficient full-time training of a relevant nature, specializing in electronics, acquired in a trade school, technical school or vocational high school approved by a State's department of education or recognized accrediting organization, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of full-time training of a relevant nature, specializing in electronics, at an approved trade school, technical school, or vocational high school.

## SECRETARY (for Agencies under the Jurisdiction of the Commissioner, DCAS Only)

### WHAT THE JOB INVOLVES:

Secretaries, under supervision, perform typing, secretarial and related office work with limited latitude for independent judgment; perform typing work including copy typing from rough or clear drafts, typing statistical tables, and typing transcription from tapes and varityping; perform secretarial work, including scheduling appointments and other general office work; perform basic word processing assignments using a personal computer, word processing equipment or other automated office equipment; may perform basic data entry functions; review and correct typed material to ensure correct spelling, syllabification, punctuation, and proper format; may respond to routine telephone calls; refer calls and visitors to appropriate staff. All Secretaries perform related work.

(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 \$29,483 per annum. This rate is subject to change. There are four 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 levels at the discretion of the agency.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

**SECRETARY (NYC HEALTH + HOSPITALS)**

**WHAT THE JOB INVOLVES:**

Secretaries (NYC H+H), under supervision, perform responsible typing, secretarial and related office work with some latitude for independent judgment; perform responsible typing and word processing work, such as typing routine letters, varying details to suit circumstances, and copy typing from rough or clear drafts, typing statistical tables, and typing transcription from tapes and varityping; may instruct a small group engaged in the performance of typing, word processing and office operations; perform secretarial work including scheduling of appointments and other general office work; perform basic word processing assignments using a personal computer, word processing equipment, or other automated office equipment; may perform basic data entry functions; review and correct typed material to ensure correct spelling, syllabification, punctuation, and proper format; may respond to routine telephone calls; refer calls and visitors to appropriate staff. All Secretaries (NYC H+H) perform related work.

**Special Working Conditions:** Secretaries (NYC H+H) may be required to work shifts including nights, Saturdays, Sundays, and holidays

(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 \$32,850 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will be made to Assignment Level IIa. After appointment, employees may be assigned to the higher assignment levels at the discretion of the NYC Health + Hospitals.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and six months of full-time satisfactory experience performing secretarial functions.

**The education requirement must be met by June 30, 2022. The experience requirement must be met by the last day of the Application Period (April 26, 2022). The certificate requirement (for the titles of Asbestos Hazard Investigator and Computer Aide) must be met by the last day of the Application Period (April 26, 2022).**

The high school diploma or its educational equivalent, trade school, technical school, or vocational high school 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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You have until midnight Eastern time on the last day of the Application Period (April 26, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 26, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after June 30, 2022, or experience which you obtain after the end of the Application Period (April 26, 2022). You will not receive credit for a certificate which you obtain after the end of the application period (April 26, 2022).**

**ADDITIONAL REQUIREMENTS FOR ALL TITLES:**

**Residency:**

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. **Note that this residency requirement does not apply to NYC Health + Hospitals titles.**

**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.

**Vaccination Requirement:**

As of August 2, 2021, all new hires at City agencies must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

As of September 27, 2021, all new hires at NYC Health + Hospitals must be vaccinated against the COVID-19 virus. If you are offered employment with NYC Health + Hospitals, you must be fully vaccinated by your date of hire.

In addition to the requirements above, below are the ADDITIONAL REQUIREMENTS listed for the titles of Asbestos Hazard Investigator, Cashier, Investigator, Maintenance Worker, Radio Repair Mechanic, Secretary, and Secretary (NYC Health + Hospitals).

**ADDITIONAL REQUIREMENTS for Asbestos Hazard Investigator:**

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement:** Candidates must meet applicable regulatory and medical requirements.

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**ADDITIONAL REQUIREMENTS for Cashier:**

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**ADDITIONAL REQUIREMENTS for Investigator:**

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**ADDITIONAL REQUIREMENTS for Maintenance Worker:**

**Driver License Requirement (for Department of Citywide Administrative Services only):**

By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.



**ADDITIONAL REQUIREMENTS for Radio Repair Mechanic:**

**Driver License Requirement:**

At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**License Requirement:**

For appointment to certain positions, possession of a Federal Communications Commission (FCC) General Radiotelephone Operator's License, with a radar endorsement, is required.

**ADDITIONAL REQUIREMENTS for Secretary (for Agencies under the Jurisdiction of the Commissioner, DCAS Only):**

**Skills Requirement:** You will be required to meet the typing skills requirement demonstrating the ability to type accurately on a personal computer at a minimum speed of 35 words per minute after errors are deducted. You must meet this requirement in order to be appointed. In addition to the Multiple-Choice and computerized Qualifying Education and Experience Exam, a computerized typing performance test is required. Details regarding the typing test will be provided at a later date.

**ADDITIONAL REQUIREMENTS for Secretary (NYC Health + Hospitals):**

**Skills Requirement:** You will be required to meet the typing skills requirement demonstrating the ability to type accurately on a personal computer at a minimum speed of 35 words per minute after errors are deducted. You must meet this requirement in order to be appointed. In addition to the Multiple-Choice and computerized Qualifying Education and Experience Exam, a computerized typing performance test is required. Details regarding the typing test will be provided at a later date.

**Medical Requirement:** In accordance with applicable Federal, State and local laws and regulations, the NYC Health + Hospitals has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

**Reemployment of Public Service Retirees:**

NYC Health + Hospitals has promulgated rules regarding the reemployment of persons who have already retired from public service when there is a Civil Service list. Any such retired person is advised to consult with NYC Health + Hospitals Human Resources, Office of Civil Service and Background Administration at (212) 788-3568 to determine whether they would be eligible for appointment from an eligible list established for this examination.

**HOW TO APPLY:**

There is one application and one fee for the New York City Bridge Exam. You will have the opportunity to select one or more titles to be considered for on the day of the examination.

If you believe you meet the requirements in the "How to Qualify" section for one or more titles included on this exam, 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 file 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>. **Effective January 2020, the Online Application System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

**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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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. **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 located on the Department of Citywide Administrative Services (DCAS) website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, request a "**document-by-document**" (general) evaluation of your foreign education.

If you wish to claim credit for semester credits in one or more of the acceptable fields listed in paragraph "2" or "3" in the How to Qualify Section for the title of Computer Aide, request a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation).

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 day of the Application Period (April 26, 2022).

**THE TEST:**

You will be given an exam consisting of two parts: A Qualifying Education and Experience Exam for each title selected and a multiple-choice test at a computer terminal.

**The Qualifying Education and Experience Test:**

The Qualifying Education and Experience test will be administered on the same date as the multiple-choice test. You will receive a rating of Qualified or Not Qualified on the Qualified Education and Experience Test for each title you selected. To be found Qualified, you must meet the **Education and Experience Requirements** listed in the "**How to Qualify**" section for each title. You will receive your rating for this test at a later date.

**The Multiple-Choice Test:**

Your score on this test will be used to determine your place on each eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of each title. Task areas to be tested include:

For the title of **Asbestos Investigator**: conducting asbestos investigations; project management; information handling and written/verbal communication; and safety recommendations and requirements.

For the title of **Cashier**: financial management; record keeping and administration; and maintaining funds.

For the title of **Clerical Aide**: records management, word processing/data entry, and communication responsibilities.

For the title of **Computer Aide**: operating electronic equipment; monitoring and maintaining equipment; working in a help desk environment; and performing clerical and record keeping duties.

For the title of **Education Analyst Trainee**: budgeting/finance; performing office/administrative tasks; reporting and performing data analysis; communicating; and working with policies and regulations.

For the title of **Investigator**: conducting investigations and research; operational case management; and information handling and written/verbal communication.

For the title of **Maintenance Worker**: conducting masonry and carpentry installation and repairs; plumbing installation repairs; electrical installation repairs; miscellaneous installation repairs; painting and plastering; appliance installation repairs, inspection and safety, and record keeping.

For the title of **Office Machine Aide**: operating office machinery; maintaining office machinery; managing supplies; managing records; and performing administrative duties.

For the title of **Radio Repair Mechanic**: designing, installation, and maintenance of radio equipment, and safety procedures.

For the title of **Secretary and Secretary (NYC H+H)**: performing clerical duties; managing records; word processing and data entry; communicating; and office management.

The multiple-choice test may include questions requiring the use of any of the following abilities:

**Number Facility** - The ability to add, subtract, multiply, divide, and calculate percentages quickly and correctly. An Asbestos Hazard Investigator may use this ability in the course of investigative and administrative duties. A Cashier may use this ability to help a customer pay their bill using more than one payment method. A Clerical Aide may use this ability when calculating employee time and attendance. A Computer Aide may use this ability while operating or maintaining equipment or in maintaining records. An Education Analyst Trainee may use this ability to sort or analyze data in a spreadsheet. An Investigator may use this ability to provide accurate information. A Maintenance Worker may use this ability to perform basic math when making measurements, using chemicals or fuel, etc. An Office Machine Aide may use this ability to check calculations made by Microsoft Excel or calculators. A Radio Repair Mechanic may use this ability to calculate correct parameters for proper equipment function. A Secretary and Secretary (NYC H+H) may use this ability to calculate the percentage of processed applications.

**Written Expression** - The ability to use English words or sentences in writing (e.g., emails) so that others will understand as necessary to communicate information to coworkers. An Asbestos Hazard Investigator may use this ability to complete reports or for communication with clients, consultants, contractors, or agencies. A Cashier may use this ability to send a work-related email to a colleague. A Clerical Aide may use this ability to write memos or emails. A Computer Aide may use this ability to document work activities and record ticket notes. An Education Analyst Trainee may use this ability to effectively communicate with others via emails or documents. An Investigator may use this ability to complete reports or for communication with a subject of investigation. A Maintenance Worker may use this ability to clearly document the work performed so that others know what has been done or what needs to be done. An Office Machine Aide may use this ability to send emails, create agency documents, and finalize work orders. A Radio Repair Mechanic may use this ability when writing reports, completing maintenance logs and records, and communicating via written media (email). A Secretary and Secretary (NYC H+H) may use this ability to determine if statements contain errors in grammar or word usage.

**Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions. An Asbestos Hazard Investigator may use this ability to find patterns within information. A Cashier may use this ability when reconciling purchase amounts with funds or accounting for funds in a register. A Clerical Aide may use this ability to determine which pieces of information should be inserted into forms, reports, and databases to establish accurate record keeping. A Computer Aide may use this ability to troubleshoot more complex hardware or software problems and finding patterns of what end users are impacted. An Education Analyst Trainee may use this ability to gather information to aid supervisors in their decision making. An Investigator may use this ability to find patterns within information. A Maintenance Worker may use this ability to find that certain repairs may apply to a general principle that they may bring to another repair. An Office Machine Aide may use this ability to troubleshoot problems with office equipment. A Radio Repair Mechanic may use this ability when designing and/or updating preventative maintenance procedures. A Secretary and Secretary (NYC H+H) may use this ability to coordinate and make sense of information involved in administrative duties.

**Deductive Reasoning** - The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. It is also defined as Alphabetical and Numerical Coding, or the ability to classify or code files, records, correspondence, and forms according to their contents using a standard/prescribed classification system. An Asbestos Hazard Investigator may use this ability to investigate information. A Cashier may use this ability to reconcile funds and maintain accurate record keeping. A Clerical Aide may use this ability when prioritizing the daily tasks of the agency such as greeting and directing visitors, answering phones, and making copies of documents. A Computer Aide may use this ability to conduct basic trouble shooting with the end user to come up with a timely solution. An Education Analyst Trainee may use this ability to complete daily tasks and help provide resolutions to issues that arise. An Investigator may use this ability to investigate information. A Maintenance Worker may use this ability to reason through certain problems using general rules or guidelines. An Office Machine Aide may use this ability to troubleshoot problems with office equipment. A Radio Repair Mechanic may use this ability to troubleshoot and find solutions to equipment malfunctions and problems. A Secretary/Secretary (NYC H+H) may use this ability to sort applications based on given rules.

**Written Comprehension** - The ability to understand written sentences and paragraphs. An Asbestos Hazard Investigator may use this ability to complete reports or for communication with clients, consultants, contractors, or agencies. A Cashier may use this ability when reviewing payment details in incoming mail. A Clerical Aide may use this ability to read emails and bulletins when completing work tasks. A Computer Aide may use this ability to read emails, tickets and understand basic written technical documentation. An Education Analyst Trainee may use this ability to understand requests, communications, and directions and to understand and interpret regulations. An Investigator may use this ability to gather and verify information from documents. A Maintenance Worker may use this ability to follow work orders and instructions. An Office Machine Aide may use this ability to read and understand work orders. A Radio Repair Mechanic may use this ability when interpreting and understanding specific job tasks. A Secretary and Secretary (NYC H+H) may use this ability to review and correct typed material.

#### **EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication, and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 Computer-based Testing & Applications Center while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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.

### **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 Self Service (ESS) at [www.nyc.gov/ess](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

### **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:**

Eligible lists will be created for each title included on the New York City Bridge Exam.

If you meet the education and experience requirements for one or more of the titles you selected and pass the multiple-choice test, your name will be placed in final score order on one or more eligible lists. You will be given a list number for each eligible list your name appears on and you will be notified by email 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 for a City title has been established, it will typically remain active for four years. To learn more about the civil service system for City agencies go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

The eligible list for NYC Health + Hospitals resulting from this examination will be terminated one year from the date it is established, unless extended by NYC Health + Hospitals.

### **SPECIAL ARRANGEMENTS:**

#### **Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

## **SELECTIVE CERTIFICATION:**

If you meet the requirements for Selective Certification for positions requiring special experience, as described in the following sections, you may be considered for appointment to positions requiring such experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience will be verified at the time of the appointment interview.**

**The below Selective Certification requirements may be met at any time 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, 14th 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.

### **SELECTIVE CERTIFICATION for Cashier:**

**Selective Certification for Foreign Language and/or American Sign Language (FSL):** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CHI), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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.

### **SELECTIVE CERTIFICATION for Clerical Aide:**

**Selective Certification for Microsoft Office (OFF):** At least six (6) months of satisfactory full-time experience using Microsoft Office. This includes basic knowledge of Word (including the ability to open, save, print, and re-open a document; change fonts, align paragraphs, and insert graphics), Excel (including basic data entry, number formatting, and simple functions and formulas), and Outlook (including opening, sending, forwarding and responding to email and scheduling appointments).

**Selective Certification for Call Center Experience (CCX):** At least six (6) months of satisfactory full-time experience working in a call center responding to emergency calls and customer complaints, and providing the escalation of high-priority inquiries.

**Selective Certification for Emergency Preparedness (EMR):** At least six (6) months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

### **SELECTIVE CERTIFICATION for Computer Aide:**

**Selective Certification for Emergency Preparedness (EMR):** At least six (6) months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

**Selective Certification for Troubleshooting a Computer (CST):** At least six (6) months of satisfactory full-time experience in the operation of computer consoles or networks and computer peripheral devices and/or providing user service desk and/or desktop support.

**Selective Certification for Mainframe/Mini-computer operations and/or Technical Support (66X):** At least six (6) months of satisfactory full-time experience performing related functions required for the continued and efficient operation of a computer, observing and controlling the operation of computer equipment, including computer output microfilm equipment, checking indicators, and determining proper functioning of equipment, as well as maintaining logs of computer use and producing reports on production and machine utilization.

### **SELECTIVE CERTIFICATION for Education Analyst Trainee:**

**Selective Certification for Municipal Government Experience (MGE):** At least two (2) years of satisfactory full-time experience working within a municipal government in a similar position, which

provides services for a city with a population of over 1 million.

**Selective Certification for Educational Environment Experience (EPE):** At least two (2) years of satisfactory full-time professional experience working in an educational program(s) and/or educational institution(s).

**SELECTIVE CERTIFICATION for Investigator:**

**Selective Certification for Driver License and Special Patrolman (MVP):** If you possess a Motor Vehicle Driver's License valid in the State of New York and are eligible for Special Patrolman status, you may be given preferred consideration for positions requiring this ability through a process called Selective Certification. In order to be designated as a Special Patrolman, you must be at least twenty-one years old, be a citizen of the United States, be a resident of New York City, be of good character, have no felony convictions and successfully pass a background investigation by the New York City Police Department.

**Selective Certification for Emergency Preparedness (EMR):** At least six months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

**SELECTIVE CERTIFICATION for Maintenance Worker:**

**Selective Certification for Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. **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 Heating Experience (HET):** At least six (6) months of satisfactory full-time experience in the diagnosis and repair of heating plants and hot water systems in large, tenanted buildings, including burner and boiler repair in a private, not for profit, or government agency.

**Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP):** Possession of a USEPA Certification in Renovation, Repair and Painting. **If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting valid for the duration of your employment.**

**Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement) (ILB):** Possession of a USEPA Certification in Lead-based Paint Activities (Abatement). **If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement) valid for the duration of your employment.**

**Selective Certification for Municipal Government Experience (MGE):** At least two (2) years of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.

**Selective Certification for OSHA Certificate for Hazardous Chemical Information Certification (CHM):** Possession of a valid OSHA Certificate for Hazardous Chemical Information. **Your OSHA Certificate for Hazardous Chemical Information Certification will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Quality Assurance Building Repairs (QBR):** At least one (1) year of satisfactory full-time experience conducting visual inspections and repairs to building hardware, furniture, shelving and equipment; routine maintenance, operation and repair of public buildings and structures, and the equipment they contain, or experience replacing broken windows and door glass and making minor repairs to masonry, woodwork, flooring, walls and building electrical, plumbing, and heating systems.

**Selective Certification for Emergency Preparedness (EMR):** At least six (6) months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

**SELECTIVE CERTIFICATION for Office Machine Aide:**

**Selective Certification for Emergency Preparedness (EMR):** At least six (6) months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

**SELECTIVE CERTIFICATION for Radio Repair Mechanic:**

**Selective Certification for Federal Communications Commission (FCC) General Radiotelephone Operator's License:** Possession of a valid Federal Communications Commission (FCC) General Radiotelephone Operator's License. **Your license will be checked by the appointing agency at the time of appointment. This license must be maintained for the duration of your employment.**

**SELECTIVE CERTIFICATION for Secretary (for Agencies under the Jurisdiction of the Commissioner, DCAS Only):**

**Selective Certification for Stenographic Skill (STE):** If you can take dictation at a minimum speed of 80 words per minute, you may be considered for appointment to positions requiring stenographic skills through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.

**Selective Certification for Foreign Language and/or American Sign Language (FSL):** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CHI), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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.

**Selective Certification for Microsoft Office (OFF):** At least six (6) months of satisfactory full-time experience using Microsoft Office. This includes basic knowledge of Word (including the ability to open, save, print, and re-open a document; change fonts, align paragraphs, and insert graphics), Excel (including basic data entry, number formatting, and simple functions and formulas), and Outlook (including opening, sending, forwarding and responding to email and scheduling appointments).

**Selective Certification for Experience in Medical Billing (MDB):** At least two (2) years of satisfactory full-time medical billing experience in a hospital or physician's office. Experience should include, but not be limited to, entering, collecting and verifying insurance information with payers via websites; entering explanations of benefits (EOBs); processing rejections, denials and appeals; using classification and coding systems (such as ICD-10, CPT, HCPCS, and/or RCMS); and, knowledge of HIPAA guidelines and Medicaid, Medicare and commercial insurance billing practices and regulations.

**Selective Certification for Call Center Experience (CCX):** At least six (6) months of satisfactory full-time experience working in a call center responding to emergency calls and customer complaints, and providing the escalation of high-priority inquiries.

**Selective Certification for Emergency Preparedness (EMR):** At least six (6) months of satisfactory full-time experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters; Emergency Field Operations; Emergency Preparedness Grants Management & Administration; and/or Healthcare and Community Readiness.

**SELECTIVE CERTIFICATION for Secretary (NYC H+H):**

**Selective Certification for Stenographic Skills (STE):** If you can take dictation at a minimum speed of 80 words per minute, you may be considered for appointment to positions requiring stenographic skills through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this ability.



**Selective Certification for Foreign Language and/or American Sign Language (FSL):** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CHI), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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.

**Selective Certification for Microsoft Office (OFF):** At least six (6) months of full-time satisfactory experience using Microsoft Office. This includes basic knowledge of Word (including the ability to open, save, print, and re-open a document; change fonts, align paragraphs, and insert graphics), Excel (including basic data entry, number formatting, and simple functions and formulas), and Outlook (including opening, sending, forwarding and responding to email and scheduling appointments). Your experience will be checked by NYC H+H at the time of appointment.

**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.

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

The City of New York and NYC Health + Hospitals are  
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Title Code Nos. 31312, 10605, 10250, 13620, 12750, 31105, 90698, 11702, 90733, 10252, 102720; Public Health and Safety Inspectional Occupational Group, Cashier Occupational Group, Clerical Administrative Occupational Group, C o m p u t e r O p e r a t i o n s Occupational Group, Education Analysis Occupational Group, Investigation Occupational Group, Skilled Craftsman and Operative Service, Office Machine Worker Occupational Group, Stenographer/Secretary Occupational Group, Plan of Titles for NYC Health+Hospitals.

**For information about other exams, and your City exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas), [nyc.gov/hhc](http://nyc.gov/hhc)**