



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

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE
TEST PAPER

FOREIGN EDUCATION
FACT SHEET

(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

ASSOCIATE JOB OPPORTUNITY SPECIALIST

Exam. No. 3005

AMENDED NOTICE - June 25, 2003

WHEN TO APPLY: From: June 4, 2003
To: June 24, 2003

APPLICATION FEE: \$35.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, October 18, 2003.**

This Notice of Examination is amended to change the multiple-choice test areas as follows:

- 1) include **“the ability to interpret** agency rules, regulations, and procedures”
- 2) delete “including the provisions of Mayor’s Executive Order No. 16 of 1978 as amended”

WHAT THE JOB INVOLVES: Associate Job Opportunity Specialists, under general supervision, with some latitude for independent judgment, decision making and action, supervise a Job Center job opportunity team or perform fair hearing work. All personnel 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 \$33,933 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments to the higher assignment levels are made at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college; and eighteen months of full-time satisfactory experience working as a Job Opportunity Specialist; or
2. A four-year high school diploma or its educational equivalent, and six years of full-time satisfactory experience working directly with a New York City Job Center job opportunity program, providing employment planning/counseling services involving job development, skills assessment and employment placement. College credit from an accredited college may be substituted for this experience on the basis of 30 semester credits for one year of the work experience described above.

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

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out **Sections A, A.1, A.2, B, and D**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required 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: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: the ability to interpret agency rules, regulations, and procedures; State and Federal social service laws, guidelines, and programs; written expression; problem recognition and solving; planning and organizing; delegation; training and staff development; the ability to recognize the feelings, needs, and points of view of others and to modify one's approach to most effectively meet the needs of a situation; standards of proper employee ethical conduct; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak a foreign language, 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. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Promotion Test: A promotion test for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52316; Job Opportunity Occupational Group.

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