



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**

**UNIVERSITY ASSISTANT ARCHITECT (CUNY)
Exam. No. 6096
(For The City University of New York Only)**

**WHEN TO APPLY: From: September 6, 2006
To: September 26, 2006**

**APPLICATION FEE: \$45.00
Payable only by money order to D.C.A.S. (EXAMS)**

WHAT THE JOB INVOLVES: University Assistant Architects, under direct supervision with limited latitude for independent action or decision, perform architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities; and perform related work.

Some of the physical activities performed by University 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; 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 \$42,004 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.

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

HOW TO QUALIFY:

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

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; 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 and two years 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
- d) Bachelor of Science in Art and Design issued by the Architectural Department of a college

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

Residency: 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

identity and your right to obtain employment in the United States prior to employment with the City University of New York.

REQUIRED FORMS:

- 1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1 (if required), A.4, A.5, B, and C. 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: 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 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.

Education and experience must be obtained by **the last day of the application period.**

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

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Assistant Architect in City agencies, you must submit a separate application and fee for Exam. No. 6029 from September 6, 2006 through September 26, 2006.

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 University of New York is
An Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer

CUNY Title Code No. 04821

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