



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**HOUSING ASSISTANT**  
**Exam. No. 1017**  
**New York City Housing Authority**  
**Amended Notice - December 8, 2010**

<p><b>WHEN TO APPLY:</b> From: December 13, 2010          To: December 24, 2010</p>	<p><b>APPLICATION FEE: \$35.00</b>          Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
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The Notice of Examination is amended to reopen filing from December 13, 2010 through December 24, 2010. Candidates who filed previously need not file again.

The eligible list resulting from this examination may also be used to fill vacancies in the title Housing Assistant (Bilingual). The names of eligibles accepting or declining appointments either as Housing Assistant or Housing Assistant (Bilingual) will be removed from the eligible list.

**WHAT THE JOB INVOLVES:** Housing Assistants, under general supervision, with some latitude for independent action or decision, perform work of ordinary difficulty and responsibility in the administration and management of the NYC Housing Authority's public housing and leased housing program. All Housing Assistants 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 \$32,966 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By Mail:** 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 Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form 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 form that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

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

1. A baccalaureate degree from an accredited college; or
2. A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization **and** four years of satisfactory full-time experience in housing management at a development or developments containing at least 150 apartments, performing any one or a combination of the following duties: interviewing applicants; determining eligibility; gathering and evaluating information to resolve complaints; collecting rents; and/or resolving tenant-related problems; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. Undergraduate college credit may be substituted for experience on the basis of 30 semester credits from an accredited college for one year of satisfactory full-time experience. However, all candidates must have a four-year high school diploma, or its educational equivalent

EXPERIENCE IN WHICH TASKS PERFORMED ARE PRIMARILY CLERICAL, SECRETARIAL, RECEPTIONIST, AND/OR ACCOUNTING IS NOT ACCEPTABLE. EXPERIENCE THAT INCLUDES ONLY INCIDENTAL CONTACT OR INTERACTION WITH TENANTS IS NOT ACCEPTABLE.

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).

**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 Housing Authority.

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.2, A.4, 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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:

**Experience:** You will receive credit for a maximum of five years of experience on the following basis:

- (1) For up to 5 years of full-time satisfactory experience in a governmental agency managing a housing development or developments containing at least 150 apartments, performing any one or a combination of the following duties: interviewing applicants; determining eligibility; gathering and evaluating information to resolve complaints; collecting rents; and/or resolving tenant-related problems:
  - (A) 10 points for at least 1 year but less than 3 years of experience.
  - (B) 20 points for at least 3 years but less than 5 years of experience.
  - (C) 30 points for at least 5 years of experience.

- (2) For up to 5 years of full-time satisfactory experience in a non-governmental setting managing a housing development or developments containing at least 150 apartments, performing any one or a combination of the following duties: interviewing applicants; determining eligibility; gathering and evaluating information to resolve complaints; collecting rents; and/or resolving tenant-related problems:
- (A) 5 points for at least 1 year but less than 3 years of experience.
  - (B) 10 points for at least 3 years but less than 5 years of experience.
  - (C) 15 points for at least 5 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. Each year of experience will be credited under only one category which will be the highest appropriate category. **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 the 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 Housing Assistant (Bilingual):** Housing Assistant (Bilingual) positions will be filled through a process called Selective Certification. If you can speak one or more of the foreign languages: Spanish, French, Russian, Mandarin (Chinese), Cantonese (Chinese), French Creole, or Arabic, you may be considered for appointment to positions requiring this ability through Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Application Receipt:** **If you applied online**, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. **If you applied by mail**, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14<sup>th</sup> 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.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 80201; Housing Management Occupational Group

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

