



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**

**PUBLIC RECORDS AIDE**

**Exam. No. 2039**

**WHEN TO APPLY:** From: April 2, 2003  
To: April 22, 2003

**APPLICATION FEE: \$30.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Public Records Aides, under direct supervision with little latitude for the exercise of independent judgment or action, perform work involving library operations, records retrieval, document storage or disposal of outdated materials in an archival, library, or records management setting; perform related work.

**SPECIAL WORKING CONDITIONS:** Some of the physical activities performed and environmental conditions experienced by Public Records Aides are: lifting and carrying boxes weighing approximately 30 pounds; pushing hand trucks or carts containing materials weighing in excess of 30 pounds; climbing ladders up to 16 feet in height; walking on catwalks; working in very dusty enclosed spaces. Public Records Aides may be expected to work 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 \$24,665 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, 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 four-year high school diploma or its educational equivalent and one year of full-time experience in the reference, accession or disposal of records, archival or library materials; or
2. An associate degree or 60 semester credits from an accredited college; or
3. A satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its educational equivalent.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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.

**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, and B. 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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:**

- (1) For full-time satisfactory experience performing duties in the reference, accession, or disposal of records, archival or library materials in a government setting, you will receive:
- (A) 10 points for at least one year but less than two years of experience; or
  - (B) 20 points for at least two years but less than three years of experience; or
  - (C) 30 points for at least three years of experience.
- (2) For full-time satisfactory experience performing duties in the reference, accession, or disposal of records, archival or library materials in a non-government setting, you will receive:
- (A) 5 points for at least one year but less than two years of experience; or
  - (B) 10 points for at least two years but less than three years of experience; or
  - (C) 15 points for at least three years of such experience.

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of three years of additional experience after meeting the qualification requirements. 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 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:**

**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.

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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 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. 60215; PUBLIC RECORDS OFFICER OCCUPATIONAL GROUP

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