



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

REQUIRED FORMS
APPLICATION EDUCATION AND EXPERIENCE TEST PAPER FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

RESEARCH ASSISTANT

Exam. No. 5053

WHEN TO APPLY: From: October 5, 2005 **APPLICATION FEE: \$35.00**
To: October 25, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 28, 2006.**

WHAT THE JOB INVOLVES: Research Assistants, under general supervision, conduct research activities, special studies and writing assignments of more than ordinary difficulty and responsibility; perform research activities by collecting information and data of current and historical nature for use in the preparation of reports; obtain source materials by means of library research, examination of records, published materials, or personal interviews; prepare written reports; maintain records of factual and statistical information; handle telephone and correspondence requests for information requiring research; perform quantitative analysis and prepare reports. All Research 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 \$32,364 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 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 baccalaureate degree from an accredited college, and six months of full-time satisfactory experience in research which involves gathering, organizing and analyzing data and report writing; or
- (2) An associate degree from an accredited college or completion of 60 semester credits at an accredited college and two years and six months of full-time satisfactory experience as described in "1" above; or
- (3) A four year high school diploma or its educational equivalent and four years of full-time satisfactory experience as described in "1" above; or
- (4) A satisfactory combination of education and/or experience that is equivalent to "1" "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine semester credits, at the undergraduate or graduate level, from an accredited college, in statistics, quantitative methods, mathematics, or research can be substituted for six months experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least six months of required experience or the nine specialized credits.

You may be given the test before we verify your qualifications. 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 your test paper will not be rated.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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 fill in the examination title and number where indicated. Fill out Sections A.1, A.2, A.3, A.4, A.5, A.6 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.
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. If you can meet the qualification requirements **only** by having completed the undergraduate or graduate credits specified in the "How to Qualify" section, you must request a "**course-by-course**" evaluation (including a "document-by-document evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education 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 written expression; following a rule or set of rules to arrange things or actions in a certain order; identifying differences between or among groups of numbers, letters or words; applying procedures; basic arithmetic; 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, 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:

Selective Certification for Knowledge of the Use of Microsoft Excel: If you have knowledge of the use of Microsoft Excel, you may be considered for appointment to positions requiring this knowledge through a process called Selective Certification. Your knowledge of Microsoft Excel will be verified at the time of the appointment interview. If you possess this knowledge you may be given preferred consideration for positions requiring this knowledge. 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. 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-GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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. 60910; Miscellaneous Occupational Group

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