



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14th FLOOR
 NEW YORK, NY 10007

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

LEGAL COORDINATOR
 Exam. No. 0129

WHEN TO APPLY: From: June 2, 2010
 To: June 22, 2010

APPLICATION FEE: \$40.00
 Payable by mail by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: Legal Coordinators administer the operation of the law library in a correctional institution, providing legal services assistance to pre-trial detainees and sentenced inmates; teach legal research methodology to inmates; provide inmates with information regarding current State and Federal statutes and case law; direct inmates to appropriate source materials so they may read laws and cases appropriate to their individual situation; train inmates in legal research methodology in accordance with an outline provided by the Director of Law Libraries; provide an overview of the criminal justice system; review law journals and other publications for information on current legal developments; direct inmates to appropriate forms to use in preparing legal documents; provide assistance in adapting forms for individual use; perform Notary Public or Commissioner of Deeds duties in attesting to legal documents prepared by individual inmates; ensure that updated legal materials are incorporated in the library's collection; are responsible for daily inventory control; and supervise college interns and inmate clerks assigned to assist the Legal Coordinator. All Legal Coordinators perform related work.

Special Working Conditions: Legal Coordinators may be required to work shifts including nights, Saturdays, Sundays, and holidays in a high security correction facility.

(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 \$39,981 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:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at 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.
- By mail:** 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 Application Unit, 1 Centre Street, 14th 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 law degree from a law school accredited by the American Bar Association; or
2. A baccalaureate degree from an accredited college or university, 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), and six (6) months of full-time satisfactory experience providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs as described below; or
3. An associate degree or completion of 60 semester credits from an accredited college or university, 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), and two (2) years of full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and experience which is equivalent to "2" or "3" above. College credit may be substituted for experience on the basis of 30 semester credits from an accredited college for 9 months of experience. Paralegal certification obtained from an accredited program or from a program approved by the American Bar Association can be substituted for an associate degree and 6 months of experience. However, to satisfy the education requirement and qualify under this section "4" candidates must have at least an associates degree, 60 semester credits or paralegal certification. The amount of experience required to qualify under this section "4" depends upon your education; however, no candidate may qualify under this section "4" with less than 6 months of full-time satisfactory experience as described in "2" above.

To be acceptable, experience in providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs must have included both:

- a. Obtaining legal information through the use of United States Federal, State and local Statutes, Reporters, Digests, and Shepard's Citations and
- b. The preparation and filing of writs and motions with various United States Federal, State and local courts of record.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City New York within 90 days of the date you are appointed to this position. Since residency requirements vary by titles, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

License Requirements: Appointment to the position of Legal Coordinator requires that you qualify to become either a Commissioner of Deeds as governed by Chapter 2 of Title 51 of the Rules of the City of New York; or a Notary Public as governed by several provisions of law, including § 130 of Article 6 of the Executive Law.

Those appointed from the eligible list must become either a Commissioner of Deeds or a Notary Public no later than 30 days after the date of appointment. This license must be maintained for the duration 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:** Fill out **Sections A.1 (if applicable), A.4, A5 (if applicable), B, C (if applicable) and D (if applicable)**. 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. **If you are applying online**, follow the online instructions.
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"** 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 experience providing legal services assistance to defendants, offenders, ex-offenders or plaintiffs by obtaining legal information through the use of United States Federal,

State, and local Statutes, Reporters, Digests, and Shepard's Citations and by preparing and filing writs and motions with various United States Federal, State, and local courts of record, you will receive:

- (A) 10 points for at least one (1) year but less than three (3) years of experience ; or
- (B) 20 points for at least three (3) years but less than five (5) years of experience ; or
- (C) 30 points for five (5) 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. 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.

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 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 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 this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th 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. Include your social security number and the examination number and title in your emails. 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, 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.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 30081 Paralegal Occupational Group

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