



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

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PUBLIC RECORDS AIDE

Exam No. 1031

<p>WHEN TO APPLY: From: June 1, 2011 To: June 21, 2011</p>	<p>APPLICATION FEE: \$40.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
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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judgment or action, perform work involving library operations, records retrieval, document storage or disposal of outdated materials in an archival, library, or records management setting; perform document imaging; may utilize computers and document imaging and retrieval equipment in the performance of duties. All Public Records Aides perform related work.

Special Working Conditions: Public Records Aides may be expected to work outdoors in all kinds of weather.

Some of the physical activities performed by Public Records Aides and environmental conditions experienced 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 with photographic chemicals.

(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 \$28,855 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, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned 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 four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** one year of full-time experience in the receiving, retrieving, distributing or disposing of records, archival or library materials; or
2. An associate degree or 60 semester credits from a 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).
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 Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, 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.

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 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 (if applicable), B, 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. 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 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 satisfactory full-time experience performing duties in receiving, retrieving, distributing or disposing of records, archival or library materials in a governmental setting, you will receive

10 points for at least 6 months but less than 2 years of experience; or

20 points for at least 2 years but less than 3 years of experience; or

30 points for 3 or more years of experience.

For satisfactory full-time experience performing duties in receiving, retrieving, distributing or disposing of records, archival or library materials in a non-governmental setting, you will receive

5 points for at least 6 months but less than 2 years of experience; or

10 points for at least 2 years but less than 3 years of experience; or

15 points for 3 years or more 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 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 Positions Requiring Special Work Experience: If you meet the requirements for Selective Certification for positions requiring special experience, as described in the following sections, you may be given preferred consideration for positions requiring this special experience through a process called Selective Certification. Follow the instructions below to indicate your interest in such Selective Certification. Your work experience will be evaluated by the appointing agency at the time of appointment.

1. **Selective Certification for Fork Lift, Hi-Lo, and/or Pallet Mover Experience:** At least one year of full-time experience operating a forklift, hi-lo, and/or pallet mover. Enter “FLH” in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in the above Selective Certification.
2. **Selective Certification for Microfilming Documents, Records or Archival Material Experience:** At least one year of full-time experience in the microfilming of documents, records or archival materials. Enter “MAE” in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in the above Selective Certification.
3. **Selective Certification for Digital Scanning Documents, Records or Archival Materials Experience:** At least one year of full-time experience in the digital scanning of documents, records or archival materials. Enter “DSA” in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in the above Selective Certification.

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements 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 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, 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. 60215; Public Records Officer Occupational Group

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