



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

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

GRAPHIC ARTIST Exam. No. 5037

WHEN TO APPLY: From: June 7, 2006
To: June 27, 2006

APPLICATION FEE: \$35.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Graphic Artists, under varying degrees of supervision, and with some latitude for independent action and judgment, perform technical work in the illustration and presentation of materials, and interpret informational data in graphic form. Graphic Artists use a variety of media and tools, including specialized computer graphics programs and computer-driven tools. There are two Assignment Levels in this class of positions. All Graphic Artists 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 \$32,482 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

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, with a major in fine or graphic arts, from an accredited college and one year of full-time paid experience as a commercial or graphic artist; or
- (2) A four-year high school diploma or its educational equivalent **plus** two years of training in a technical school approved by a state's Department of Education or comparable governmental agency, in oils, water colors, painting, design, black and white, layout, computer graphics, and other art media, **and** three years of acceptable full-time paid experience as a commercial or graphic artist.

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 you will not receive a score.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A.1, A.2, A.3, A.4, 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. 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:

- I. For each additional year of satisfactory full-time experience as a commercial or graphic artist, using at least four of the following computer graphic and desktop publishing programs including: **QuarkXPress; Adobe Photoshop, Illustrator and In-Design; Adobe Acrobat; Dream Weaver; PageMaker; Premier Pro.; MacroMedia Flash and Fireworks; Final Cut Pro.; Corel Draw; Corel Paint; Fractal Design Painter; Power Point; and Word**, you will receive:
 - A) 10 points for at least 1 year but less than 2 years of experience; or
 - B) 20 points for at least 2 years but less than 4 years of experience; or
 - C) 30 points for 4 or more years of experience.
- II. You will receive an additional ten points if for one-year of the experience claimed above, you used at least four of the software products listed above to produce projects which require **pre-press production for high volume printing; high speed digital presses such as, but not limited to, IGEN, Docu-Color, and Canon 150; web design; 3-dimensional display; or video production.**

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:

Appointment Interview: Candidates may be required to present a portfolio representing their work as a Graphic Artist at the time of the appointment interview.

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.

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. 91415; Graphic Artist Occupational Group.

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