OFFICE MACHINE AIDE
Exam. No. 4041

WHEN TO APPLY: From: June 1, 2005 To: June 21, 2005
APPLICATION FEE: $30.00 Payable only by money order to D.C.A.S. (EXAMS)
THE TEST DATE: Multiple-choice test is expected to be held on Saturday, October 29, 2005.

WHAT THE JOB INVOLVES: Office Machine Aides operate office machines at varying degrees of difficulty and responsibility. All Office Machine Aides perform related work.

Some of the physical activities performed by Office Machine Aides and environmental conditions experienced are: working under high noise conditions; carrying boxes of paper weighing up to 50 pounds; being exposed to chemicals used in printing; operating machines which, if used improperly, can cause finger injuries.

(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 $20,800 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 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: Education Requirements must be met by June 30, 2005. Experience Requirements must be met by the last day of the Application Period.

1. A four-year high school diploma or its educational equivalent; or
2. One year of full-time satisfactory experience within the last 3 years operating office machines, including state-of-the-art scanning and digital reproduction equipment, digital postal machines, digital cutters, bookbinding machines, blueprint copying machines, and associated equipment.

You may be given the test before we check 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(s) 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.

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 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: 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 following instructions; reading comprehension; clerical accuracy, including filing; simple arithmetic problems; 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 Special Experience: If you have experience in operating state-of-the-art scanning and digital reproduction equipment or digital postal machines, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. 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.

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."