EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:

CUNY Office Assistant Exam #2040 (CS Title #04802)

Salary Schedule

<table>
<thead>
<tr>
<th>New Hires or Current CUNY Employees with less than two (2) years of service (Salary Suppression)</th>
<th>Current CUNY Employees with two (2) years or more of service (Post Salary Suppression)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1: Upon entry: $26,714</td>
<td>Level 1: Upon entry: $30,187</td>
</tr>
<tr>
<td>After one (1) year of service in CUNY Office Asst. title Level 2: $28,073</td>
<td>After one (1) year of service in CUNY Office Asst. title Level 2: $31,723</td>
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<tr>
<td>After two (2) years of service in CUNY Office Asst. title $31,723</td>
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</tbody>
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Note: After 6 months of service, all employees in this title are entitled to a tuition benefit of up to six (6) undergraduate or six (6) graduate credits per semester on a space as available basis. Salary is determined by collective bargaining.

Written Test Date: Saturday, July 14th

Filing Period Opens: Monday, May 21st, 2012
Filing Period Closes: Wednesday, June 20th 2012 (5:00 PM EST)
Applications must be received (not postmarked) by 5:00 PM on this date.

Filing Fee: $30 filing fee is required of all applicants, unless qualified to receive a waiver.

Minimum Qualifications:

1. Two (2) years of full-time equivalent experience which may be met by one of the following:
   i. Two years of employment in general office work

   OR

   ii. One year of employment in general office work plus 30 college credits from an accredited institution of higher education (30 college credits are equal to 1 year of full time work experience)

   OR

   iii. 60 college credits from an accredited institution of higher education (60 college credits are equal to 2 years of experience);

2. Have a High School Diploma or GED;
3. Passage of the Work Experience Test
4. English language proficiency: ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for this job.

NOTE: Full-time work is 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of less than 20 hours per week will NOT be credited at all. Proof of Identity and Work Authorization – In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States within three days of your first day of work.
Job Description
This position performs clerical and daily office operations within various University academic and administrative departments. Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. Incumbents provide consistent assistance to everyone.

Application Process
Applications must be received (not postmarked) by the closing date of Wednesday, June 20th, 2012.

By the close of the filing period June 20th, 2012 you must:
Step 1. Complete the entire application either online or on paper. The application website is https://cuny.cps.ca.gov

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE

Step 2. Pass the online Work Experience Test (a minimum requirement). Pay the non-refundable filing fee of $30 via credit/debit card within the Exam Xpress System or a U.S. Postal or bank money order or certified check (made payable to CUNY). WE CANNOT ACCEPT PERSONAL CHECKS

MAIL PAYMENTS & completed paper applications to:
CPS Human Resource Consulting
ATTN: CUNY Office Assistant Exam
6700A Rockledge Drive, Suite 510
Bethesda, MD 20817

Submission of fees will not be accepted after the close of the filing period. The filing fee will not be refunded if you fail this examination. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law; to qualify for a waiver, you must have a demonstrable financial hardship and complete the "Application Fee Waiver Request and Certification Form". Your waiver request form and supporting documents must be submitted along with your application by the close of the filing period.

Step 3. Then pass the written test.
Step 4. Then pass the Word Processing Practical Skills Assessment.
Step 5. After passing the entire examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.
Step 6. A CUNY Certified List of Eligibles for EACH BOROUGH will be established for the title.
Step 7. If qualified, you may be invited for an interview by a college.

Examination Process
Written Test (100% of Final Ranked Rating)
It is anticipated that the written test will be administered on Saturday, July 14th. CUNY has the right to schedule an alternate examination date. In case of bad weather, please call 212.794.5672 to learn of any changes to the test administration schedule.

The Written Test consists of multiple-choice questions of relevant knowledge, skills or abilities. The written test may consist of questions that evaluate applicants in the following areas:

1. Ability to edit material including spelling, punctuation, and grammar.
2. Understanding written material / Vocabulary.
3. Reading comprehension.
4. Arithmetic.
5. Customer service skills.

The written test raw score comprises 100% of the maximum possible raw score points achievable on the total test. The converted passing score for the written test is 70. Your final score will be determined by the grade you receive on the Written Test and any veteran’s preference credit / legacy credits you receive. Your final score will determine the order in which you are certified from the eligible list for vacancies that come up.

Qualifying Word Processing Skills Test (Pass/Fail):
All applicants who achieve a final ranked score of at least 70 on the written test must also pass a qualifying word processing skills test. These tests will be administered before appointment and establishment of the list. Failure to
Applicants passing the written test will be contacted by electronic mail, to the address provided at application, inviting them to take the Word Processing tests at a predetermined location, date and time. Applicants who failed to provide an email address will be contacted by US postal letter.

NOTES:

A. Special Accommodations for Physically or Mentally Challenged Applicants or Religious Beliefs:
Accommodations for the written test are available for persons with a verified disability. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. Information regarding applicant's disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a “Request for Accommodation” form from the website https://cuny.cps.ca.gov and ensure that it is received by the close of the filing period.

B. Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance in order to sit for the written test on an alternate examination date. All requests for Accommodations must be received by the close of the filing period. Send it to the address listed above.

C. Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test are: Death in the immediate family; Unforeseen hospitalization; Military service activation; or Mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. All requests must be received no later than the Monday (Tuesday if Monday is a holiday) BEFORE the test date, and mailed directly to the address listed above.

Verifiable documentation is required. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS Human Resource Services no later than 5 p.m. on the Tuesday after the test date at 866.864.1072 extension 3245. A determination will be made if you will be scheduled for an alternate test date.

Selection Process

Before being appointed, you must:
1. Take and pass the job-related Civil Service Examination that measures critical skills for the position;
2. Undergo a background check, including a fingerprint screening and verification of your education and work history;
3. Demonstrate technical competence in using job-related software (e.g., word processing).

Per University regulations, the University does not release raw scores of test components once it has been determined that an applicant failed or has failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of “60.”

Your final banded score will be determined by your Written Exam score and any veteran’s preference / legacy credits that you receive. Your final banded score will determine the order in which you are certified from the eligible list for vacancies. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs. The civil service certified eligible list resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. New York City residency is not required for employment in this title.

Applicants MUST select, at the time of application, the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the (5) boroughs will be created. Names will be placed only on the eligible lists for the borough or boroughs selected. When the eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate’s address on the application.

Eligible Lists – Once you pass the examination, your name will remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University. **Probationary Period** – Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations.
A. Email is the preferred method of communication between CUNY and applicants. Please include a valid email address with your application and keep it up to date.

B. It is the candidate’s responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@mail.cuny.edu or mailed to OHRM, Classified Service, 535 East 80th St, New York, NY 10075. NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.

C. All candidates must meet the minimum qualifications at the time of application. If you do not meet the minimum qualifications for this title, you will be disqualified; if you have already been appointed, you will be terminated. You must attest to the accuracy of the information you provided at the end of your application. You must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.

D. It is your responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/discharged veteran/legacy credit, or foreign education or your requests for fee waiver, disability accommodation during the written test or an alternate written test date.

E. Your education and work history will be verified. If you completed college coursework OUTSIDE of the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed within the United States. Agencies that are certified to make this evaluation are listed on the “Foreign Education Fact Sheet”. It can be downloaded from the website: https://cuny.cps.ca.gov. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing period to: CPS Human Resource Consulting ATTN: CUNY Office Assistant Exam 6700A Rockledge Drive, Suite 510 Bethesda, MD 20817

F. You must submit all supporting documentation of your claims of veteran’s preference credit or legacy credit. Veteran and Legacy credit forms are available at: https://cuny.cps.ca.gov

G. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. For 2012, the annual earnings limitation is $30,000 per year.

Special Notes

Claiming Veteran’s or Legacy Credit Preference Credit
If you pass this examination, you may be eligible for the veteran’s preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the electronic application process, download the form, and complete it.

You must submit proof of your eligibility before the establishment of the eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation. Effective January 1, 1998, the NY State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

If you pass an examination for original appointment (not promotion), you may be eligible for (Legacy Credit) an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. **Legacy Credit is not applicable for promotional examinations.**

For Parent Legacy Credit: if candidate’s parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

For Sibling Legacy Credit: if candidate’s sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but must be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS Human Resource Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to:
Note on Legacy Credit Usage:
You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

Applicants or their representatives may call CPS Human Resource Services toll free at 866-864-1072, extension 3245 for further information regarding this examination.