



## EXAMINATION NOTICE

The City University of New York Announces  
An Open Competitive Civil Service Examination for:  
Civil Service Title #04802

### CUNY Office Assistant Exam #2016

#### Salary Schedule

| Current CUNY Employees with two (2) years or more of service               | New Hires or Current CUNY Employees with less than two (2) years of service |
|--|---|
| Level 1: Upon entry: \$30,187  | Level 1: Upon entry: \$26,714   |
| After one (1) year of service in CUNY Office Asst. title Level 2: \$31,723 | After one (1) year of service in CUNY Office Asst. title Level 2: \$28,073  |
|  | After two (2) years of service in CUNY Office Asst. title \$31,723          |

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, April 18, 2009**

**Filing Period Opens: Monday, February 16, 2009**

**Filing Period Closes: Friday, March 13, 2009 (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.

**Who should apply: Those Who**

1. Have completed 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);

**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.

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**Who should apply: (continued)**

**Those Who Also**

2. **Have a High School Diploma or GED;**
3. **Pass the Work Experience & Written Tests;**
4. **Candidates must demonstrate English language proficiency: are able to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for this job.**

**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.

**Selection Process**

**Applications must be received (not postmarked) by the closing date of Friday, March 13, 2009.**

**By the close of the filing period March 13, 2009 you must:**

- Step 1. Complete the electronic application or download and complete the application from the website:  
<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 qualification). 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 applications TO:

**CPS Human Resource Services  
ATTN: CUNY Office Assistant Exam  
241 Lathrop Way  
Sacramento, CA 95815**

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 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 will be established for the title.  
Step 7. If qualified, you may be invited for an interview by a college.

**You must meet the minimum qualifications for the title.** If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; 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 process session. 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. You must submit all supporting documentation of your claims of veteran's preference credit or legacy credit.

**Note:** It is your responsibility to maintain your current contact information in Exams Xpress such as your name, address, telephone number, and/or e-mail address. 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

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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 Services  
ATTN: CUNY COA Examination  
241 Lathrop Way  
Sacramento, CA 95815**

**It is your responsibility to:**

1. Complete the application fully and accurately.
2. **(if applicable)** Submit all supporting documentation of your claims of veteran / legacy credit, or foreign education or your requests for fee waiver, disability accommodation during the written test or an alternate written test date.

**Notice to Retirees:** Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment. CUNY WILL NOT 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 2009, the annual earnings limitation is \$30,000 per year.

**Before being appointed unconditionally, 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 or other).

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**The Written Test (100% of Final Ranked Rating)**

It is anticipated that the written test will be administered on **Saturday, April 18, 2009**. 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: These questions test for the ability to apply the basic rules of grammar and usage. The punctuation questions test for knowledge of correct punctuation use in sentences. The spelling questions test for the ability to spell words that are used in business communications.
2. Vocabulary: These questions test for the ability to identify the meaning of words that are used in written and spoken business communications.
3. Reading Comprehension: These questions test for the ability to understand written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
3. Arithmetic: These questions test for the ability to compute basic math problems. Both numerical and text-based mathematical problems will be presented in this section.

The KSA 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. 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 list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

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**Note:** A Test Review Session will not be held for this test as it is anticipated to be administered again within a one-year period.

**Qualifying Word Processing Skills Test (Pass/Fail):**

- 1) All applicants who achieve a final ranked score of at least 70 on the written test must also pass a qualifying word processing skill test. This test **may** be administered before appointment, after the establishment of the list. Failure to pass this test will result in your removal from the certified list of eligibles.

**Applicants passing the written test will be contacted by electronic mail, to the address provided at application, inviting them to take the Word Processing test at a predetermined location, date and time. Applicants who failed to provide an email address will be contacted by US postal letter.**

**Note:** A Test Review Session will not be held for this test as it is anticipated to be administered again within a one-year period.

**Special Notes**

**Release of Test Scores Below 70.** Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications. In these cases, test scores are assigned an administrative score of "60."

**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.**

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:**

**CPS Human Resource Services  
ATTN: CUNY COA Examination  
241 Lathrop Way  
Sacramento, CA 95815**

**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
- 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.

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**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

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1, 1998, the 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:

**CPS Human Resource Services  
ATTN: CUNY COA Examination  
241 Lathrop Way  
Sacramento, CA 95815**

**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.

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**Appointment Information**

**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.

**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 identify and proof of the right to obtain employment in the United States within three days of your first day of work.

**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.

**English Requirement** – You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

**Fingerprinting** – If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently \$75, imposed by the State of New York).

**Background Investigation** – The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

**Notice to Retirees** – For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

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

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