EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:
Civil Service Title #04800

College Accounting Assistant

Exam #2004

STARTING SALARY
Incumbents: $33,117 Annually
New Hires: $29,307 Annually

Written Test Date: Saturday, May 19, 2007

Filing Period Opens: Monday, March 12, 2007
Filing Period Closes: Friday, April 20, 2007 -- Applications must be received by (not postmarked by) this date.

Filing Fee: A $30 filing fee is required to enter the selection process. All applicants must pay the filing fee; unless qualified to receive a waiver.

Qualification Requirements: By the close of the filing period (Friday, April 20, 2007), you must:

1. Possess an Associate Degree from an accredited institution of higher education; OR

2. Possess a high school diploma, or equivalent, AND one (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience; OR

3. A combination of experience and/or education that is equivalent to requirements (1) or (2) above.
   Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week prorated 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.

4. Demonstrate English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

NOTE: ALL Applicants must meet the minimum qualifications for this title to be eligible to take the Written Test on May 19, 2007.
Description of the Job

Under direct supervision, with little latitude for independent action or unreviewed decisions, this position performs bookkeeping, clerical, and/or subprofessional work of ordinary difficulty and responsibility related to college accounting. Such work may be performed in an electronic data processing environment. Typical tasks include:

1. As instructed, maintains financial records of contracts, appropriations, allocations, authorizations, and payments and assists in maintaining ledgers of accounts and in performing reconciliations.
2. As instructed, examines invoices, claims, vouchers, etc.; verifies documents for accuracy by reviewing supporting data and records and assists in audit functions.
3. As authorized, receives remittances and payments; makes appropriate disbursements or refunds; keeps logs and issues pertinent receipts.
4. Assists in processing invoices, vouchers, claims, statements, bills, etc.
5. Performs various calculations and computations, as directed.
6. Performs other related duties, such as generating reports and typing checks, etc., as required.

The Selection Process

The general steps in the selection process are as follows:

Step 1. Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on Jobs at CUNY, then Civil Service Exams). ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Access the Exams Xpress system from this website and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office.

Step 2. Meet the minimum qualifications for appointment to the title (see the next section).

Step 3. Take and pass the written test.

Step 4. After passing the written test, you may view your score in the Exams Xpress system once your final banded score has been calculated.

Step 5. A CUNY Certified List of Eligibles will be established for the title.

Step 6. 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 from employment.

Your final banded score will be determined by the grade you receive on the Written Test component and the veteran preference credit/legacy credits you receive, if any. Your final banded 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.

How to Qualify for Appointment to the College Accounting Assistant Title

General Instructions:

By the close of the filing period (Friday, April 20, 2007), you must:

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system;

   Note: It is your responsibility to update your point of contact information in your Exams Xpress account if you
change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.
2. Attest to the accuracy of the information you provided at the end of your application process session;
3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;
4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college or to any CUNY office. Applications must be received by (not postmarked by) Friday, April 20, 2007;**
5. Pay the non-refundable filing fee of $30 via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815;
6. Pass the minimum qualifications evaluation;
7. Submit all supporting documentation of your claims of veterans preference credit or legacy credit;
8. Submit all supporting documentation of your requests for disability accommodation during the written test (if applicable); and
9. Submit all supporting documentation of your requests for an alternate written test date due to Sabbath observance (if applicable).

**Filing Fees:**

Submission of fees will not be accepted after the close of the filing period. **You must pay the filing fee.** You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to The City University of New York or CUNY in care of CPS (See Step 5 above). **We cannot accept personal checks.** 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.

**Specific Qualifications:**

By the close of the filing period (Friday, April 20, 2007), you must:

1. A) Possess an Associate Degree from an accredited institution of higher education;
   OR
   B) Possess a high school diploma, or equivalent, AND one (1) year of full-time bookkeeping, figure clerk, account clerk, or similar experience;
   OR
   C) A comparable combination of experience and/or education that is equivalent to qualification requirements (A) or (B) above.
   **Note:** CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated 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.

2. Have a High School Diploma or GED;
3. Demonstrate English language proficiency. Candidates must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

**Before being appointed unconditionally, you must:**

1. Take and pass the job-related Civil Service Examination that measures critical competencies for the position.
2. Undergo a background check, including a fingerprint screening and verification of your education and work history.
Note: Your education and work history will be verified by The City University of New York. If you completed college coursework in a country other than 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 in the United States. Those agencies that are certified to make the evaluation are listed on the Foreign Education Fact Sheet, which may be downloaded from the Exams Xpress system. You must pay the evaluation fee yourself directly to the evaluating agency you select and forward to CUNY the results of the evaluation. The certified evaluation of your foreign education must be provided to the University Civil Service Examinations Unit, in care of CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815, within 30 calendar days after the close of the filing period (May 20, 2007).

The Written Test (100% of Final Ranked Rating)

It is anticipated that the written test will be administered on Saturday, May 19, 2007. In case of bad weather, please call 212.794.5672 to learn of any changes to the test administration schedule.

A written test will determine your score. The minimum passing scaled final score is 70. All passing scores will be banded.

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.

This examination consists of a multiple-choice assessment of relevant knowledge/skills/abilities (KSAs) and will comprise 100% of final ranked rating:

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<tr>
<th>KSA Test</th>
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<td>The written test may consist of multiple-choice questions that evaluate applicants’ knowledge/skills/abilities of the following potential content areas:</td>
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<tr>
<td>1. Accounting Concepts: These questions test the knowledge of basic accounting terminology as related to bookkeeping and office methods.</td>
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<td>2. Ability to Work with Numbers: These questions test for the ability to identify patterns and compute basic math calculations. Both numerical and text-based mathematical problems will be presented.</td>
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<td>3. Accounting Problems: These questions relate to the ability to solve accounting problems relating to such areas as depreciation, interest, and financial analysis.</td>
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<td>4. Bookkeeping Practices: These questions test for knowledge of basic bookkeeping concepts as related to performing and verifying college accounting activities.</td>
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<td>5. Ability to Analyze Data: These questions test for the ability to accurately take in, process, and apply information in a coherent, accurate manner.</td>
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The KSA written test raw score comprises 100% of the maximum possible raw score point achievable on the total test. The converted passing score for the written test is 70. Applicants must pass the written test to receive a passing score in this examination process.

Note: A Test Review Session will not be held for this test since 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 for appointment to the title. In these cases, test scores
are assigned an administrative score of "60."

**Special Accommodations for Physically or Mentally Challenged Applicants:** Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must download a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) receives it by the close of the filing period (Friday, April 20, 2007). 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 applicants’ disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

**Special Accommodations for Religious Beliefs:** 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 must be presented to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) by the close of the filing period (Friday, April 20, 2007).

**Special Accommodations for Emergency Situations:** Emergencies that will not permit you to attend the written test such as:

- Death in the immediate family
- Unforeseen hospitalization
- Military service activation
- Mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed directly to:

CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815)

Requests must be received no later than the Monday BEFORE the test date (Monday, May 14, 2007) (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. 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 (Tuesday, May 22, 2007) at 866.864.1072 ext. 3245. A determination will be made if you will be scheduled for an alternate test date.

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**Claiming Veterans Preference Credit**

If you pass this examination, you may be eligible for the veterans 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 between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- February 28, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)
- OR in the U.S. Public Health Service between:
  - June 26, 1950, to July 3, 1952
  - July 29, 1945 to September 2, 1945

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 Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the
method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 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 veterans preference credit in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was 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.

1. **For Parent Legacy Credit:**
   A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. **For Sibling Legacy Credit:**
   A candidate shall qualify for Sibling Legacy Credit if his or her 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 via the Exams Xpress system, but must be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or 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. The letter must be addressed to CPS Human Resource Services, ATTN: College Accounting Assistant Examination, 241 Lathrop Way, Sacramento, CA 95815. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, prior to eligible list establishment, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:

- Supporting documentation establishing the deceased’s qualifying service must be from an official state or local agency or department such as:
  a. NYS Policemen’s and Firemen’s Retirement System
  b. NYS Worker’s Compensation Board
  c. NY City Police Department
  d. NY City Fire Department
  e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York Civil Service Examinations Unit at 212.794.5424, as the required documentation will be different.

1. Establishing proof of relationship eligibility can be satisfied through the following documents:
   a. Birth certificate
   b. Certificate of adoption
   c. Baptismal certificate
d. Tax return or other government issued documentary proof to establish “child” status

Definitions:

To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
   • Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   • Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
   • Service as an active volunteer member of a fire company at the time of his or her death.

   Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
   • Having died as the natural and proximate result of an accident sustained in the performance of duty in the service;
   • Did not cause such accident by his own willful negligence; and
   • At the time of such accident was actually a member of the policemen and firemen’s retirement system.

   Note: Volunteer firefighters should contact The City University of New York Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands in loco parentis. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. 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.

2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open-competitive examination.

Appointment Information

Eligible List -- Once you pass the examination, your name would typically 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.

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.
Advancement Opportunities – College Accounting Assistants may be advanced to assignment Level 1A after having achieved the minimum qualification requirements for the title of College Accountant, Level 1, but have not been reassigned to the duties in that title.

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.

Other
Applicants or their representatives may call CPS Human Resource Services at 866.864.1072 ext. 3245 for further information regarding this examination.

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