



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th Floor
NEW YORK, NY 10007

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

LEGAL SECRETARIAL ASSISTANT

Exam. No. 8085

WHEN TO APPLY: From: June 3, 2009
To: June 23, 2009

APPLICATION FEE: \$35.00

*Payable by mail by money order to DCAS (Exams) or
payable online by credit card, bank card, or
debit card.*

WHAT THE JOB INVOLVES: Legal Secretarial Assistants perform responsible secretarial, typing and related office activities utilizing manual and automated office systems in a legal environment. This includes typing and proofreading briefs, memoranda, correspondence, legal documents and statistical reports utilizing computer software applications; processing legal documents and other correspondence; answering phones, placing and screening calls, and transmitting information for attorneys; scheduling appointments; maintaining legal files and other pertinent legal documents; may transcribe from various media sources; may take dictation and transcribe notes; may assist in the development of office procedures; may assist in training staff; may perform other related clerical work, including, but not limited to data entry. All Legal Secretarial Assistants perform related work.

Special Working Conditions: Legal Secretarial Assistants may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$32,311 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return the completed forms and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

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. An Associate Degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), including or supplemented by 12 semester credits in secretarial science, word processing, office automation and/or office technology; or
2. An Associate Degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), and either one year of full-time professional general secretarial experience or six months of full-time professional legal secretarial experience; or
3. A four year high school diploma or its educational equivalent approved by a State's

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Department of Education or a recognized accrediting organization, and either two years of full-time professional general secretarial experience or one year of full-time professional legal secretarial experience; or

4. A combination of education and/or experience equivalent to "1", "2" or "3" above. Completion of a one year specialized training program in secretarial science, word processing, office automation or office technology, or completion of 30 semester credits from an accredited college or university accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), including 12 semester credits in secretarial science, word processing, office automation and/or office technology may be substituted for one year of full-time general secretarial experience or six months of full-time legal secretarial experience. However, all candidates must possess a four year high school diploma or its educational equivalent.

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.

English Requirement: You must be able to understand and be understood in English.

Skills Requirement: You will be required to meet the typing skill requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 55 words per minute after errors are deducted. You must meet this requirement in order to be appointed.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency, and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 FORMS:

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: Fill out Sections A.1, A.2, A.3, A.4, A.6, 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. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and examination title and number in the box provided. **If you are applying online,** follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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. If you can meet the qualification requirements **only** by having completed the 12 specified undergraduate credits in the "How to Qualify" section, you must request a "**course-by-course**" evaluation (including a "document-by-document" 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. You will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory professional legal secretarial experience you will receive an additional:
(A) 10 points for at least one year but less than three years of experience; or
(B) 20 points for at least three years but less than five years of experience; or
(C) 30 points for five or more years experience.

For full-time satisfactory professional general secretarial experience you will receive an additional:
(A) 5 points for at least one year but less than three years of experience;
(B) 10 points for at least three years but less than five years of experience; or
(C) 15 points for five or more years experience.

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**.

You will also be given a qualifying practical typing test to determine if you meet the typing skill requirement. In order to pass this test you must be able to type accurately on a personal computer at a minimum speed of 55 words per minute after errors are deducted.

THE TEST RESULTS: If you pass the education and experience test and pass the qualifying practical typing 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:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your emails. If you applied by mail, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10229; Stenographer/Secretary Occupational Group.

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