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NOTICE OF EXAMINATION

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|----------------------|
| REQUIRED FORMS |
| APPLICATION FORM |
| EDUCATION EXPERIENCE |
| FOURTH GRADE |
| FOURTH GRADE |
| FOURTH GRADE |

CLERICAL ASSOCIATE
 Exam No. 80023
 (For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)
ANTICIPATED NOTICE - OCTOBER 24, 2007

WHEN TO APPLY: From: October 2, 2007
 To: November 7, 2007

APPLICATION FEE: \$8000
 Payable by mail by money order to DCAS (DCASNY) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 6, 2008.

The Notice of Examination has been amended to extend filing to November 7, 2007.

Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Clerical Associates, under supervision, with a limited latitude for independent judgment, perform clerical work in relation to records, files, records and reports using alphabetical and numerical procedures including data/control coding; perform ordinary mathematical calculations; operate a telephone and directory, routing phone, or verbatim; perform clerical operations in an assigned area, such as the filing of material and the searching of files for difficult to locate material; prepare reports requiring the selection of data from simple records or statistics; check records for accuracy of information and for conformity with established policy and procedures; perform data entry and retrieval using a personal computer, value-added network, or other automated office systems; maintain selected library files; may perform incidental typing. All Clerical Associates perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

TEST SALARY: The current minimum salary is \$22,980 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Assignments will be made to Assignment Level 1. After assignment, 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 (DCAS) at www.nyc.gov/education/dcassys and follow the onscreen application instructions for electronically submitting your application and payment, and complete any required forms. The following methods of payment are accepted: 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 all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th Floor, New York, NY 10037.

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:

- A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and one year of full-time satisfactory clerical experience.

You may be given the test before we verify 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 you will not receive a score.

Skills Requirement: You will be required to meet the skill requirements of keyboard familiarity by demonstrating the ability to type accurately on a personal computer at a minimum speed of 180 keystrokes (20 words per minute) after errors are deducted. You must meet this requirement in order to be appointed.

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

Residency Requirement: You must be a City resident within sixty days of the date you are appointed to this

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