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 100 NASSAU ST., 15TH FLOOR
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NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION EXPERIENCE
FOUR-STEP
FOUR-STEP
FOUR-STEP

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, wordprocessing terminal, or other automated office systems; maintain school 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 in 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) portal 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 Center 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Sample Dcas Clerical Associate Exam Questions

Peterson's



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Clerical Associate Exam Secrets Study Guide Nyc Civil Service Exam Secrets Test Prep,2016-10-24 *Clerical Associate* National Learning Corporation,2018 The Clerical Associate Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to deductive reasoning information ordering number facility matching written expression and more *Master the Clerical Exams--Practice Test 3* Peterson's,2010-07-01 Peterson s Master the Clerical Exams Practice Test 3 provides a great opportunity for test takers to practice the most common types of questions encountered on clerical exams and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include vocabulary coding math and perceptual skills Detailed answer explanations can help target the right study plan to score high on a clerical exam **Master the Clerical Exams--Practice Test 4** Peterson's,2010-07-01 Peterson s Master the Clerical Exams Practice Test 4 provides a great opportunity for test takers to practice the type of questions encountered on Federal Clerical Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include vocabulary and clerical skills Detailed answer explanations can help target the right study plan to score high on the Federal Clerical Exam **General Clerical Exam & Typing Careers Test Sample Questions** Louisiana. Department of Civil Service,1992 *Master the Clerical Exams* Peterson's,2010-06 Peterson s Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson s Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test s correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score Clerical Associate ,2024-06 The Clerical Associate Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to deductive reasoning information ordering number facility matching written expression and more **Clerical Test (short Form)** United States. Department of Agriculture,United States Civil Service Commission,1946* *Clerical Exam*

Basics Peterson's,2010-07-01 Peterson's Master the Clerical Exams Clerical Exam Basics provides test preparation and career advice for those seeking public and private sector clerical positions Learn all about clerical careers and explore options for federal state and local clerical jobs Information is here about civil service test requirements and how to prepare for these tests with exercises offering sample questions and answer explanations for many of the most common clerical exams In addition learn top test taking techniques to make the most of test preparation and then score high on their clerical exam

Clerical Associate Michael Rudman,2017 The Clerical Associate Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to Deductive Reasoning Information Ordering Number Facility Matching Written Expression and more

Clerical, Office & Administrative Support Test Louisiana. Department of Civil Service,2004

Clerical Aide (C-568): Passbooks Study Guide National Learning Corporation,2018-11 The Clerical Aide Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to clerical duties records management word processing data entry communication skills and more

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Series 6500 Louisiana. Department of Civil Service,1999

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Clerical Office & Administrative Support Test Sample Questions Louisiana. Department of Civil Service,2004

Clerical Office & Administrative Support Test Sample Questions Louisiana. Department of Civil Service,1999

Sample Questions for Series 7000 (COAST) Clerical, Office & Administrative Support Test Louisiana. Department of State Civil Service,2007

Master the Clerical Exams--Diagnosing Strengths and Weaknesses: Practice Test 1 Peterson's,2010-07-01 Peterson's Master the Clerical Exams Diagnosing Strengths and Weaknesses provides a great opportunity for test takers to practice the most common types of questions encountered on clerical exams and then assess their strengths and weaknesses Through this

diagnostic test readers can find out where their skills are strongest and where they need extra help Clerical test subjects include vocabulary spelling coding and math Detailed answer explanations can help target the right study plan to score high on a clerical exam **Sample Questions for Series 9000 (COAST)** Louisiana. Department of State Civil Service,2009

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