



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET
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**

ASSISTANT ARCHITECT

Exam. No. 0103

**WHEN TO APPLY: From: June 2, 2010
To: June 22, 2010**

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (Exams)
or payable online by credit card, bank card, or debit
card.

WHAT THE JOB INVOLVES: Assistant Architects under supervision, perform architectural work of moderate difficulty and responsibility and may supervise subordinate employees. They supervise a small squad, unit or group engaged in the performance of work in architectural design, construction supervision, inspection and testing, or tracing and drafting; engage in research, investigations, studies or examinations related to the architectural functions and activities of a department or agency; prepare, develop and/or review drawings, maps, plans and interpretive detail sketches or layouts, using various methods and technologies, related to architectural plans for the construction, remodeling or repair of public works, structures or installations; prepare specifications, estimates of quantities of materials required and cost estimates for architectural projects; review shop drawings; prepare analyses of the spatial organization and efficient utilization of sites and structures, or of the functional arrangement of interior units, utilities and appurtenances; participate in the development of designs of exteriors, facades, ornamental work, sculpture grounds and walks, etc.; participate in and may supervise the design, inspection, construction, demolition and/or alteration of premises to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules or regulations and in connection with the issuance of certificates of occupancy or other requisite or pertinent permits; review or examine plans for such purposes; participate in, and may supervise, inspection or testing operations and installations in a laboratory, manufacturer's plant, or on a job site by observing, checking and certifying materials and equipment to be incorporated in public works, plants or structures; participate in, and may supervise, the operation and maintenance of public works and the preparation of recommendations for alterations or repairs of public works, plants or structures; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Assistant Architects and environmental conditions experienced are: walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; looking at a computer monitor for a long period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 \$48,126 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to qualify 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 all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

You are responsible for determining whether or not you meet the qualification requirements for this examination

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture 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); or
2. A Bachelor of Science degree in architecture that is the first four years of a five-year first professional degree program in architecture 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 one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

The following are examples of four year degrees that are NOT acceptable for this examination.

- a) Bachelor of Science in Architectural Technology
- b) Bachelor of Professional Studies in Architecture
- c) Bachelor of Science in Fine Arts issued by the Architectural Department of a college
- d) Bachelor of Science in Art and Design issued by the Architectural Department of a college

Residency: City residency is not required for this position.

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

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 (if required), A.4, A.5, B, C (if appropriate), and D. 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 the examination title and number in the box provided. **If you applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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. 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. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory architectural work experience subsequent to receiving a Bachelor or Master of Architecture that is the first professional degree in architecture or a Bachelor of Science degree in architecture, you will receive:

- (A) 15 points for at least one year but less than two years of experience; and
- (B) 30 points for two or more years of 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. 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**.

THE TEST RESULTS: If you pass the education and experience 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:

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "Driver's License" in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 email. 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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21210; Architect Occupational Group

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