



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**

**PARALEGAL AIDE
Exam. No. 0135**

WHEN TO APPLY: From: October 7, 2009
To: October 27, 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.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 23, 2010.**

WHAT THE JOB INVOLVES: Paralegal Aides, under the supervision of high level staff and/or attorneys, perform paralegal (legal assistant) work of varying degrees of difficulty and responsibility. Paralegal Aides assist and receive training from attorneys, formal referees and more experienced Paralegal Aides in the management of cases through various stages of legal proceedings; may draft legal papers for review by higher level staff and/or attorneys; independently perform routine paralegal tasks and may conduct legal research. All Paralegal Aides perform related work.

Special Working Conditions: Paralegal Aides may be required to work shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by Paralegal Aides and environmental conditions experienced are: lifting and carrying large boxes and heavy files; climbing stairs; traveling throughout the City on all types of public transportation, and/or walking up to two miles per day, in all kinds of weather, often carrying heavy files.

(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 \$31,712 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level(s) 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, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the 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:** Fill out an "Application for Examination" form and return the completed form 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.

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 requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

1. A baccalaureate 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); or
2. An associate degree or completion of 60 semester credits from an accredited college, 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 two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services;
or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2" or "3" above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

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.

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 FORM(S):

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, A.1, A.2, A.4, A.6, B, 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 are 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: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on reading comprehension such as the ability to interpret Civil Procedure Law, Criminal Penal Law, Family Law, and Legal Terminology; analytical ability including the ability to use the computer for research; organizational ability; written communication; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on the 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 Assignment Level II positions: If you meet one of the following requirements, you may be considered for appointment to Assignment Level II positions requiring these qualifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these qualifications.

Requirements: In addition to meeting the above requirements for Paralegal Aide, you must have:

1. A baccalaureate degree from an accredited college, 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 (a) one year of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services, or (b) Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association; or
2. A baccalaureate degree from an accredited college, 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 a combination of 12 semester credits in U.S. history, U.S. political science, U.S. law, U.S. paralegal studies, U.S. criminal justice, urban studies, international relations and/or legal studies; or
3. An associate degree or completion of 60 semester credits from an accredited college accredited college, 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 three years of full-time experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services.

Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you will meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL ARRANGEMENTS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying
(1) **online**, follow the onscreen instructions, or
(2) **by mail**, follow the instructions included with the "Application for Examination."

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 Applications 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. 30080; Paralegal Occupational Group.

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