



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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**

**ARCHITECTURAL INTERN, Exam. No. 1013
CIVIL ENGINEERING INTERN, Exam. No. 1020**

**WHEN TO APPLY: From: March 6, 2002
To: March 26, 2002**

**APPLICATION FEE: \$40.00
Payable only by money order to D.C.A.S. (EXAMS)**

WHAT THE JOB INVOLVES: Architectural and Civil Engineering Interns, under direct supervision, perform elementary architectural or civil engineering work in the field, office or laboratory, and receive training in architecture or civil engineering work of moderate difficulty and responsibility on the Assistant Architect or Assistant Civil Engineer level; and perform related work. The work and training may be in one or more of the following architect or civil engineering areas: development, design, drafting, specifications, estimating, construction, inspection, operations, maintenance, etc.

Some of the physical activities performed by Architectural or Civil Engineering Interns and environmental conditions experienced are: Driving a motor vehicle to and from inspection sites; 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; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat, gas mask and goggles for manhole inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acrid; 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 \$36,711 per annum. This rate will be increased to \$38,661 per annum upon completion of six months of satisfactory service.

Appointments to these classes of positions are subject to a two-year probationary period. At the end of one year of satisfactory service, employees in these classes of positions will advance, without further examination, to Assistant Architect or Assistant Civil Engineer, with a salary of \$41,838 per annum. The second year of probationary service will be served in this higher title. An unsatisfactory probationer's service may be terminated at any time during the two-year probationary period.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education Requirements:

Architectural Intern: A five year Bachelor or a Master of Architecture that is the first professional degree in architecture from an accredited college or university, received between July 1, 2001 and June 30, 2002.

Civil Engineering Intern: A Bachelor's degree in civil engineering from an accredited college or university, received between July 1, 2001 and June 30, 2002. A degree in civil engineering technology is not acceptable.

You must attach to your application papers a photocopy of your **college transcript** with a summary grade point

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

average of all completed college courses through the first semester of the senior year leading towards the required degree.

Residency: City residency is not required for this position.

English Requirement: Candidates 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Section A.2 or A.3. 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.
- 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 test. You will receive a score of 70 points for meeting the education requirement listed above for the title you are applying for and for having a grade point average of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. The education rating will be based on a college transcript showing the grades for completed courses through the first semester of the senior year. After this requirement is met, you will receive additional credit, up to a maximum of 100 points, based on your transcript according to the following chart:

Test Rating	Degree GPA through the first semester of the Senior Year	
	Transcript GPA (based on 4.00)	Transcript GPA Average, %
70.0	2.00 - 2.66	70-79.9
80.0	2.67 - 3.33	80-89.9
90.0	3.34 - 3.99	90-99.9
100	4.0	100

The education requirement must be met by **June 30, 2002**.

THE TEST RESULTS: If you pass the education test, your name will be placed in 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: 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.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 21505, 20202; Architect and Engineering Occupational Group.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**