MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET
(IF APPLICABLE)

CASHIER (HHC)
Exam. No. 4049
(For The New York City Health and Hospitals Corporation Only)

WHEN TO APPLY: From: February 2, 2005 To: February 22, 2005

APPLICATION FEE: $30.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 21, 2005.**

WHAT THE JOB INVOLVES: Cashiers (HHC), under supervision, with little latitude for independent action or decision, perform cashier work of ordinary difficulty and responsibility. All Cashiers (HHC) 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.)

THE SALARY: The current minimum salary is $25,674 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, 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 and Experience Requirements: By the **last day of the Application Period** you must have:

1. A four-year high school diploma or its educational equivalent, and one year of full-time satisfactory experience dealing with sums of money in such positions as cashier, sales cashier, bank teller, housing teller, railroad clerk or toll collector; or

2. Two years of full-time satisfactory experience as described in "1" above.

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 your test paper(s) will not be rated.

At the time of appointment, eligibles must qualify for bonding.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles who have been offered a position will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met and that they can perform the essential functions of the position. During the medical examination eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take a medical examination, and/or to perform the essential functions of the job.

Residency Requirement: In accordance with the NYC Health and Hospitals Corporation's Corporate Operating Procedure 20-48, persons appointed to HHC after January 1, 1987 must be City residents on their effective date of appointment, or must establish City residency within 90 days following their effective date of appointment, and must thereafter maintain City residency as a continuing condition of employment.

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 New York City Health and Hospitals Corporation.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Sections A, A.1 and B. 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: 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 basic arithmetic operations; clerical procedures such as filing, sorting, and matching of names and dates; record keeping procedures such as filling out reports, forms and tables; reading comprehension; counting bills and coins and making change; and other related areas.

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 an HHC 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 Foreign Language: If you can speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. 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.

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

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Cashier in City agencies you must submit a separate application and fee for Exam.No. 4048 from February 2, 2005 through February 22, 2005.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, 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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.

Title Code No. 106050; Cashier Occupational Group

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