



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**

**Computer Aide  
Exam. No. 6003  
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)**

**AMENDED NOTICE - JULY 5, 2006**

**WHEN TO APPLY: From: July 5, 2006  
To: July 25, 2006**

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

The Notice of Examination has been amended to:

1. Reopen filing from July 5, 2006 to July 25, 2006.
2. Change the duties contained in the *What the Job Involves* section.
3. Change the qualification requirements.
4. Change the types of education and experience for which additional credit will be given.
5. Provide credit towards meeting the minimum requirements and/or for additional credit for persons with acceptable currently valid certification.
6. Provide for selective certification for certain types of experience.
7. Extend recency dates for qualifying and additional credit.

Candidates who filed previously need not file again.

**WHAT THE JOB INVOLVES:** Computer Aides operate computer consoles or networks and computer peripheral devices and/or provide users with service desk and/or desk top support. All Computer Aides perform related work.

**Special Working Conditions:** Computer Aides appointed to this position may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Computer Aides and environmental conditions experienced are: lifting up to 50 pounds, bending and stretching and working within a computer room environment.

(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 \$29,203 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 at the discretion of the agency.

**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**. 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:

1. A four-year high school diploma or its educational equivalent, and
  - (a) six months of full-time mainframe, mini-computer or LAN/WAN computer operations experience or service desk/desk top support experience acquired in the past one year and three months; or
  - (b) graduation from an approved technical school (approximately 675 hours) with a specialization in mainframe/mini-computer operations and/or technical support acquired in the past five years and three months; or
  - (c) currently valid A+ or Network+ certification; or

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2. An associate degree or 60 semester credits from an accredited college including or supplemented by 12 semester credits in computer technology; or
3. Education and/or experience that is equivalent to "1" or "2" above. Undergraduate credit may be substituted for experience on the basis of 30 semester credits, from an accredited college, including or supplemented by six credits in computer technology for three months of experience. However, all candidates must have a high school diploma or its educational equivalent.

Experience which primarily involves performing computer data entry and/or using word processing, spread sheet and/or database applications as an end user is **not acceptable** towards meeting the education and experience requirements for this examination.

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.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a 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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1, A.2, A.3, A.4, A.6, B, C, 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.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 "**course by course**" 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:**

1. For full-time mainframe, mini-computer or LAN/WAN computer operations experience or service desk/desk top support experience obtained between April 1998 and July 2006, you will receive an additional:
  - (a) 10 points for at least one year but less than two years of experience; or
  - (b) 20 points for at least two years but less than three years of experience; or
  - (c) 30 points for three years or more of experience; and
2. 1.0 point for every credit in computer technology or related courses from an accredited college up to a maximum of 10 points; and
3. 5 points for either a currently valid A+ or currently valid Network+ certification not used to meet the qualification requirements.

Experience which primarily involves performing computer data entry and/or using word processing, spread sheet and/or database applications as an end user is not acceptable for additional credit on this examination.

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. Education and/or 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 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 To Fill Positions in Various Computer Specialties:** If you have at least six months of full-time paid experience acquired within the last three years and three months in one of the following areas: mainframe/mini-computer operation; LAN/WAN computer operation; or service desk/desk top support, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. **Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.** In Section D on page 4 of the Education and Experience Test Paper write "mainframe" if you would like to be considered for positions requiring mainframe/mini computer operations experience; "LAN/WAN" if you would like to be considered for positions requiring LAN/WAN computer operations experience; or "service desk" if you would like to be considered for positions requiring service desk/desk top support experience. The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, submit documentation by mail to DCAS Bureau of Examinations - GEEG, 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:** 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.

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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. 13620; Computer Operations Occupational Group

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