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Acting Commissioner

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

NOTICE
OF
EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

REPORTER/STENOGRAPHER (DA)

Exam. No. 1013

WHEN TO APPLY: From: October 6, 2010
To: October 26, 2010

APPLICATION FEE: \$35.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.

WHAT THE JOB INVOLVES: Reporter/Stenographers (DA), under general supervision, perform difficult and responsible stenographic activities on a stenotype machine; take verbatim statements of witnesses, complainants and defendants; take verbatim testimony introduced before a grand jury; transcribe this material for use in court proceedings; may appear in court to testify as to accuracy of statements or testimony and of circumstances surrounding interrogations; maintain records and files of proceedings and stenographic notes in order to locate testimony and other records pertaining to specific cases; and may supervise other personnel. All Reporter/Stenographers (DA) perform related work.

Special Working Conditions: Reporter/Stenographers (DA) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$34,303 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally 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, there are two ways to apply for this examination:

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:** 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 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."

Note: 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.

HOW TO QUALIFY:

Education Requirement: By the last day of the Application Period you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

REQUIREMENTS TO BE APPOINTED:

Stenotype Proficiency: At the time of the appointment interview, you will be required to demonstrate your proficiency to take two-voice dictation, using a stenotype machine, at the rate of 175 words per minute and to transcribe same. If you are presently serving as a provisional Reporter/Stenographer with the Offices of the

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District Attorney and have previously demonstrated such proficiency as a condition of provisional employment with the Offices of the District Attorney, you will not be required to demonstrate this proficiency again.

Citizenship and Residency Requirement: Each eligible appointed to the title of Reporter/Stenographer (DA), and who takes testimony given before the grand juries of the five counties of New York City, must be a citizen and a resident of one of the counties of New York City.

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 applicable), A.2, 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. **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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory professional reporter/stenographer experience in a local, state, or federal government court office, you will receive an additional:

- 10 points for at least one year but less than three years of experience; or
- 20 points for at least three years but less than five years of experience; or
- 30 points for five or more years experience.

For full-time satisfactory professional reporter/stenographer experience from an employer other than a local, state, or federal government court office, you will receive an additional:

- 5 points for at least one year but less than three years of experience; or
- 10 points for at least three years but less than five years of experience; or
- 15 points for five or more years 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. Each year of experience will be credited under only one category which will be the highest appropriate category.

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:

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. 10212; Stenographer/Secretary Occupational Group

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