EXAMINATION NOTICE

The City University of New York Announces
A Promotional Civil Service Examination for:

CUNY Administrative Assistant

Exam #2055

Salary upon entry: $45,412.00

Written Test Date: Saturday, June 2, 2018

Filing Period Opens: Thursday, March 1, 2018
Filing Period Closes: Friday, March 30, 2018 - Applications must be completed online or received by (not postmarked by) 5:00 PM on this date.

Filing Fee: A $68 filing fee is required of all applicants unless qualified to receive a fee waiver.

Qualification Requirements: At the time of application, candidates must:

1. Have permanent status as a CUNY Office Assistant level 3 or level 4.

OR

2. Have permanent status as a CUNY Office Assistant level 2 with 3 or more years of service.

Note: Candidates who pass the exam and are currently level 2 will not be eligible for Promotion until maturing into level 3.

Note: Meet the minimum qualifications above requirement is necessary at the time of application.

AND

3. Be able to demonstrate English language proficiency: be able to speak, read, write, and comprehend the English language well enough to perform job. English proficiency will be evaluated at the time of interview.

Complete the application online or send in the paper application so that it is received by: Friday, March 30, 2018 at 5:00 p.m. To apply, go to: https://cuny.cpshr.us or www.cuny.edu then click on Employment, then click on Classified Civil Service then click on Upcoming Civil Service Exams, and then click on CUNY Administrative Assistant #2055 for the exam notice or click on the EXAMS XPRESS link at the top of the page to begin the application process.
Description of the Job

This position has responsibility for the operation of a major administrative College activity, or difficult administrative and secretarial work in an office with College-wide responsibilities, or in an unusually complex academic department. May perform duties described under the lower title, CUNY Office Assistant. Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner in the University’s multicultural environment, incumbents provide consistent assistance to everyone. There are two assignment levels for the CUNY Administrative Assistant (Level 1 and Level 2).

Assignment Level 1

Under direction, with wide latitude for the exercise of independent initiative and judgment, performs office or secretarial work in various units, following relevant departmental, College, and University procedures. Typical duties are outlined below.

Supervision

- Develops and maintains efficient office procedures and methods trains employees in their use.
- Makes arrangements for and may deliver specialized training.
- Interprets and applies operating procedures, rules and regulations within assigned area(s).
- Establishes work priorities for a major unit of operation or of several small offices engaged in routine clerical functions.
- Conducts job interviews to select subordinate office personnel.
- Supervises preparation of routine or specialized payrolls; reviews adjustments, reports inconsistencies.
- Supervises and coordinates the work of other employees.
- Coordinates the work of others for program activities and events, including registration, room arrangements, travel, fee collection, purchases, etc.

Budget & Transaction Processing

- Maintains departmental accounts and reconciles books.
- Assists in monitoring budgets and expenditures.
- Makes petty cash purchases and keeps records of accounts.
- Coordinates book lists for the department and forwards them to bookstores as directed by department chair/supervisor.
- Borrows and lends materials to and from other libraries, domestically and internationally, through the Interlibrary Loan area.

Communications and Customer Service

- Verifies students' transcripts, recording grades and grade changes.
- Assists in scheduling special examinations for students.
- Assists in determining admission and advanced standing eligibility.
- Prepares class schedules; reserves rooms and equipment, and communicates assignments.
- Provides information regarding College, Department, and University regulations.

Documentation

- Expedites and prepares drafts for the Chair or Director, if authorized.
- Formats and types complex reports using document preparation equipment.
- Prepares documents from diverse materials including academic, scientific or technical data.
- Prepares complex statistical reports and related charts and graphs.
- Drafts and edits written or visual material, including routine publications and catalogues; coordinates publication of the same.
- Drafts routine and complex correspondence.
- Prepares and coordinates the distribution of recruitment materials.
- May take dictation and/or transcribes notes, as necessary.

Assignment Level 2

Under direction, with wide latitude for the exercise of independent initiative and judgment, performs very complex administrative or supervisory work; may work with other College units to complete significant administrative functions (e.g., payroll, facilities, personnel, budget, records, security, etc.). Typical duties are outlined below.
• Serves as a secretary to a senior executive of a College, performing difficult and responsible administrative work (e.g., for a full Dean, full Administrator, Vice President or Provost.)
• Drafts confidential reports and memoranda.
• Performs complex specialized administrative tasks and makes important administrative decisions relating to compilations, storage, and disposition of financial records, student records, and personnel record, in accordance with the record retention policy.
• Supervises, trains, and evaluates full-time and part-time employees performing work under the jurisdiction of this position.
• May perform duties described under the lower assignment level.

Applications must be received (not postmarked) by the closing date of Friday, March 30, 2018 at 5:00 p.m. To apply complete the following steps:

**Step 1.** Complete the online application or download the application from:
- [https://cuny.cpsshr.us](https://cuny.cpsshr.us) or [www.cuny.edu](http://www.cuny.edu) then click on Employment, then click on Classified Civil Service then click on Upcoming Civil Service Exams, and then click on CUNY Administrative Assistant #2055 for the exam notice or click on the EXAMS XPRESS link at the top of the page to begin the application process. **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Do not return your paper application packet to a CUNY college or any CUNY office.**

- Complete the application, online or on paper. Accurately complete all of the information and attest to the accuracy of the information you provided. Attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process;
- Provide documentation supporting your claims of veteran’s preference or foreign education;
- Pay the non-refundable filing fee of $68, via credit/debit card or U.S. Postal or bank money order (made payable to The City University of New York) or complete the Fee Waiver Request. Submission of fees will not be accepted after the close of the filing period. The filing fee will not be refunded if you fail this examination. No personal checks will be accepted.
- If applying on paper, send completed application to:  
  CPS Human Resource Services  
  Attn: CUNY Administrative Assistant  
  2450 Del Paso Road, Suite 220, Sacramento, CA 95834

**Step 2.** If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on a CUNY 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 promotion when your name is reached on the CUNY eligible list.

**Step 3.** Once the application period has closed and all applicants have been scored, a Promotional List for EACH COLLEGE CAMPUS will be established and published on the CUNY website.

**Step 4.** When a college has a vacancy, it will request a list of eligible candidates. Candidates on this list may be invited to interview. The college will make a selection and may offer an appointment to an eligible candidate, according to CUNY Personnel Rules and Civil Service law.

**Note:** It is your responsibility to update your contact information. Changes to your name, address, telephone number, or e-mail address will make it harder to locate you.

**Foreign Education:** If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed in the United States. Agencies certified to make this evaluation are listed on the Foreign Education Fact Sheet, which can be downloaded from [www.cuny.edu](http://www.cuny.edu) then click on Employment, then click on Classified Civil Service then click on Upcoming Civil Service Exams, then click on the EXAMS XPRESS link at the top of the page to get the paper application.
You must pay the evaluation fee yourself directly to the evaluating agency you select and forward the results to:

CPS Human Resource Services
Attn: CUNY Administrative Assistant
2450 Del Paso Road, Suite 220, Sacramento, CA 95834

The certified evaluation of your foreign education must be provided within 30 calendar days after the close of the filing period Friday, March 30, 2018.

**Note:** You must meet the minimum qualifications for the title at the time of application.

If you do not meet the minimum qualifications for this title, you will be disqualified; if you have already been appointed, you will be terminated. Your final banded score will be determined by your written Test score and any veteran’s preference credits you receive. Your final banded score will determine the order in which you are certified from the eligible list for your College Campus. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The Civil Service certified list of eligibles resulting from the Promotional examination will be used to fill positions at your College.

The minimum passing scaled final score is 70. Only applicants who receive the minimum passing score of 70 or higher be assigned a final ranked rating to be placed on the promulgated promotional unit eligible list.

**Release of Test Scores Below 70.** Per University regulations, the University does not score tests once it has been determined that an applicant failed a test component or has failed to meet the minimum qualifications for appointment to the title. In these cases, test component scores are assigned an administrative score of “60”.

**Note:** A Review Session will not be held since Test elements are anticipated to be administered in the future.

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**Claiming Veteran’s Preference Credit**

Veteran’s Credit - If you pass this examination, you may be eligible for the veteran’s preference credit if you are currently a New York State resident and have had full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the electronic application process, download the form, and complete it.

Effective January 1, 1998, the NY State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations. All candidates making such claims will be required to present to CPS HR Consulting Services prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: CPS HR Consulting, ATTN: CUNY Administrative Assistant Exam #2055, 2450 Del Paso Road, Suite 220, Sacramento, CA 95834

**Note:** You may use Veteran Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Veteran Credit will be added only to the final score of those candidates who pass all parts of the examination.

Applicants or their representatives may call CPS Human Resource Services toll free at 866-864-1072, extension 3245 for further information regarding this examination.

**Remember:** Applications and official documents must be received (not postmarked) by 5:00 pm Eastern Daylight Time on the closing date of Friday, March 30, 2018.