

FAQS – CUNY Administrative Assistant Test October 18, 2018

I am a current CUNY Office Assistant and took the test

1. How many times can I decline to take a position?
If you decline a position, then you are removed from the list.
2. If I am not chosen for a position or called to a hiring pool, how long will my name remain on the Eligible Civil Service List for CUNY Administrative Assistant?
Your name remains on the list, until the list expires (Sept 23, 2019)

I am a current Provisional CUNY Administrative Assistant and took the test

1. I took and passed the test, am I guaranteed to stay in my current position?
No, there are no guarantees. If you are not reachable on the list you will be replaced by someone who scored higher on the test and you will revert back to the CUNY Office Assistant title and be reassigned to a department with a vacant CUNY Office Assistant position.
2. If I am reachable on the list, and keep the position I am in, does my salary change?
No, you will keep the same level within the title and salary you currently have.
3. If I have to be replaced by someone who scored higher on the list because I am not reachable, and I revert back to my CUNY Office Assistant title, do I keep my CUNY Administrative Assistant salary?
No, you will revert back to the CUNY Office Assistant title and be restored to the level and salary of the CUNY Office Assistant title when you were placed on leave, taking into account the recent contractual increases.

I am a current Provisional CUNY Administrative Assistant and either didn't take or pass the test

1. I did not take or pass the test, what happens?
If you did not take the test or did not pass the test, you will revert to your lower CUNY Office Assistant title. You will be reassigned to a department with a vacant CUNY Office Assistant position. You will be restored to the level and salary of the CUNY Office Assistant title when you were placed on leave, taking into account the recent contractual increases.