



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>th</sup> FLOOR  
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## REQUIRED FORMS

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

## EVIDENCE AND PROPERTY CONTROL SPECIALIST

Exam. No. 8109

**WHEN TO APPLY:** From: November 5, 2008      **APPLICATION FEE: \$45.00**  
To: November 25, 2008      Payable by mail by money order to *D.C.A.S. (EXAMS)*,  
or payable online by credit card, bank card, or debit card

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, February 21, 2009.**

**WHAT THE JOB INVOLVES:** At Assignment Level I: Evidence and Property Control Specialists, under supervision, perform responsible work involving security, courier and storage functions for the transport, inspection, storage and delivery of legal and illegal substances and property such as firearms, narcotics, cash, jewelry, etc., being held in evidence by the New York City Police Department or the Office of Chief Medical Examiner; operates a motor vehicle and perform related work.

Some of the physical activities performed by Evidence and Property Control Specialists and environmental conditions experienced are: loading and unloading vehicles, lifting materials weighing up to 60 pounds, working outdoors in all kinds of weather and driving a motor vehicle. You may be required to work shifts including 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 \$40,026 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, which has additional requirements, at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application 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 forms that you must fill out. Return the completed forms 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

## HOW TO QUALIFY:

**Education and Experience Requirements:** 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, and three years of full-time satisfactory experience in the areas of security, law enforcement and/or active military duty.

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.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Special Patrolman Requirement:** At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offense against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. Any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position. Additionally, you must maintain these qualifications (including your New York City residency) for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Evidence And Property Control Specialist. Candidates will be examined to determine whether they can perform the essential functions of the position of Evidence And Property Control Specialist. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job. Candidates considered for appointment to the New York City Police Department will be subject to a psychological examination.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**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 A.2, B, and C**. 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:** You will be given a multiple-choice test, which will determine 60% of your score. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on reading comprehension; deductive reasoning; information ordering/prioritization; clerical skills, including file management and proofreading; basic arithmetic; and other related areas.

You will also be given an education and experience test to determine the remaining 40% of your score. Only candidates who achieve a passing score on the multiple-choice test will have their education and experience papers rated.

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 additional credit up to a maximum of 100 points on the following basis: (**Note: Experience used to meet the minimum requirement may not be used to gain additional credit.**)

Additional Credit:

- A) you will receive a score of 80 points for at least one (1) but less than three (3) years of full-time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for a government law enforcement agency within the United States; or
- B) you will receive a score of 90 points for at least three (3) but less than five (5) years of full time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for

- C) a government law enforcement agency within the United States; or  
you will receive a score of 100 points for at least five (5) or more years of full-time, satisfactory work experience in maintaining the chain of custody of evidence and/or property for a government law enforcement agency within the United States.

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.

Experience must be obtained by **the last day of application period.**

**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.

**SELECTIVE CERTIFICATION FOR FOREIGN LANGUAGE (for Department of Health and Mental Hygiene Only):** If you possess the ability to speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you qualify for Selective Certification, 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. If you will meet the Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, and your social security number on your correspondence.

**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 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.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, follow the instructions included with the "Application for Examination."

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 71022; Special Officer 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)