



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

TAXI AND LIMOUSINE INSPECTOR

Exam No. 0152

WHEN TO APPLY: From: February 3, 2010 **APPLICATION FEE: \$35.00**
To: February 23, 2010 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, May 15, 2010.**

WHAT THE JOB INVOLVES: Taxi and Limousine Inspectors perform regulatory, enforcement, investigatory, and inspectional duties required in the regulation of the taxi and limousine industry; and may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays, depending upon the needs of the service.

When Assigned to Enforcement Duties: While on foot or radio motor patrol, Taxi and Limousine Inspectors visually inspect exterior and interior of For-Hire vehicles and their facilities for conformity with established standards, law, regulations and physical specifications. They issue summonses for non-conformance or non-compliance with rules, regulations and related laws, codes, etc. governing personal conduct and operation of For-Hire vehicles and facilities; they may detain and/or arrest violators.

When Assigned to Vehicle Inspection Duties: Taxi and Limousine Inspectors perform motor vehicle inspections on For-Hire passenger vehicles in accordance with Taxi and Limousine Commission Rules and Regulations, New York State Department of Motor Vehicles requirements and federally mandated emissions control specifications; check vehicles for serviceability, cleanliness and safety; issue certificates of inspection for vehicles inspected; and, operate motor vehicles and/or motorized and computerized equipment in the performance of assigned duties.

Some of the physical activities performed by Taxi and Limousine Inspectors and environmental conditions experienced are: employing self-defense tactics and handcuffing techniques, sitting and walking for long periods of time, driving, bending and crawling, in all types of weather.

(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 \$34,695 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

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 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:** Fill out an "Application for Examination" form and return the form 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. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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.

You may be given the test before we review your qualifications. You are responsible for determining whether

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

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. High School education must be approved by a State's Department of Education or a recognized accrediting organization.

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.

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.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Taxi and Limousine Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Taxi and Limousine Inspector. Additionally, employees will be expected to continue to perform the essential functions of the position of Taxi and Limousine Inspector throughout their careers and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

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

Residency Requirement: Because candidates must, at the time of appointment, meet all the criteria for designation as a Special Patrolman (see, Special Patrolman Status, below), a candidate must be a resident of the City of New York in order to be appointed.

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.

THE TEST: You will be given a multiple-choice test. Your score on this test will determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which may require the use of any of the following abilities:

Written Comprehension - understanding written sentences and paragraphs.

Written Expression - using English words or sentences in writing so that others will understand.

Memorization - remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity - being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Mathematical Reasoning - the ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

Deductive Reasoning - applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning - combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering - following correctly a rule or set of rules or actions in a certain order. The rules or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Flexibility of Closure - the ability to identify or detect a known pattern (like a figure, word, or object) that is hidden in other material. The task is to pick out the disguised pattern from the background material.

Spatial Orientation - determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization - the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Perceptual Speed - involves the degree to which one can compare letters, numbers, objects, pictures, or patterns, quickly and accurately. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Time Sharing - the ability to shift back and forth between two or more sources of information.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar

powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

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.

THE TEST RESULTS: If you 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.

ADDITIONAL INFORMATION:

Selective Certification for Vehicle Inspection positions: If you possess one year of full-time satisfactory experience as an auto mechanic **and** a New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified at the time of appointment, you may be considered for appointment to positions requiring this experience and certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions. If you expect to meet these requirements by the time of appointment, follow the instructions at the time of the multiple-choice test to indicate your interest in Selective Certification. If you are appointed to a vehicle inspection position, the NYS Department of Motor Vehicles Inspection Certificate, Emissions Qualified, must be maintained for the duration of your employment.

This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Selective Certification for possession of Special Patrolman designation: If you already possess the Special Patrolman designation from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York in connection with a position solely related to the enforcement of vehicular regulations, and you expect to still possess this designation at the time of appointment, you may be given preferential consideration for appointment through a process called Selective Certification. If you are interested in being considered for Selective Certification, follow the instructions at the time of the multiple-choice test.

If you obtain the designation as described above at any time during the duration of the list and you wish to be considered for Selective Certification, please submit documentation by mail to: DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Special Patrolman Status: At the time of appointment, you will be required to qualify for Special Patrolman from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. The qualifications for Special Patrolman include good character, being a U.S. citizen, being at least 21 years old of age by the time of appointment, and being a New York City resident. Special Patrolman status must be maintained at all times as a condition of employment. Failure to maintain Special Patrolman status shall constitute a forfeiture of employment

Probationary Period: The probationary period is one year. As a part of the probationary period, probationers will be required to successfully complete a 10-week basic training program conducted by the Taxi and Limousine Commission.

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. 35116; Public Health and Safety Inspectional Occupational Group

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