MICHAEL R. BLOOMBERG
Mayor

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Commissioner

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

N O T I C E O F E X A M I N A T I O N

REQUIRED FORMS

APPLICATION FORM

TRAFFIC ENFORCEMENT AGENT
Exam No. 0315
Second Amended Notice - March 10, 2010

WHEN TO APPLY: On the date of the test

APPLICATION FEE: $30.00
Payable only at the Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS).

THE TEST DATE: The multiple-choice test is expected to be held on the following dates and times:

March 1, 2010 through March 31, 2010	Monday and Friday:	1:30 PM and 6:30 PM
	Tuesday:	10:00 AM and 1:30 PM
	Wednesday and Saturday:	9:30 AM and 1:30 PM
	Thursday:	10:00 AM and 6:30 PM

Candidates may not be admitted to the test session after the call times.

This exam will be administered at the DCAS Computerized Testing Center at 2 Lafayette Street, 17th floor in New York, New York. **Seating is limited. If you arrive by the call time listed on the NOE and are not admitted due to filled seating capacity, you will be offered one of the following options:**

- **You will be rescheduled for an available session that is convenient for you; or**
- **if filing for a written version of the exam is in progress; you will be provided with information about applying for that exam.**

The option that you will be offered will be based on the needs of the hiring agency and will be discussed with you at the Computerized Testing Center.

You may attend only one test session for Exam. No. 0315. If you attend more than one session, only your first test will be rated and your additional fee will not be refunded.

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.

Test dates and times are subject to change.

The Notice of Examination is amended to:
1. reword the Special Patrolman Status paragraph in the "How to Qualify" section;
2. edit the wording in the Medical and Psychological Requirement paragraph in the "How to Qualify" section; and
3. add a Residency Requirement Advisory paragraph in the "How to Qualify" section.

WHAT THE JOB INVOLVES: At Assignment Level I, under supervision, Traffic Enforcement Agents patrol an assigned area in order to enforce laws, rules and regulations relating to movement, parking, stopping and standing of vehicles. They prepare and issue paper and electronic summonses for violations; prepare and issue summonses to pedestrians; testify at administrative hearing offices and court; report inoperative or missing parking meters and traffic conditions requiring attention; prepare required reports; operate a motor vehicle; operate portable and vehicle radios and other electronic equipment; and perform related work.

Some of the physical activities performed by Traffic Enforcement Agents and environmental conditions experienced are working outdoors in all kinds of weather and patrolling on foot for long periods of time.

(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 $29, 217 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to higher assignment levels at the discretion of the agency.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY: You will receive an exam application and filing instructions for Exam. No. 0315 when you arrive at the DCAS Computerized Testing Center. The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Center, it means that testing will be administered as scheduled for that day.

If you believe you meet the requirements in the "How to Qualify" section, you must fill out an application form which will be made available at the Computerized Testing Center on the day of the test. The application form must be completed at the test site and returned to DCAS personnel **at the test site prior to the administration of the test.**

Special Circumstances Form: This form 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 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, 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. You will receive instructions from the Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

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. Assignment to Traffic Enforcement Agent Level III requires a W (tow truck) endorsement to your motor vehicle license. This license must not include any restrictions which would preclude the performance of Traffic Enforcement Agent work and must be maintained for the duration of employment. If you have moving violations, license suspensions or an accident record, you may be disqualified.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. You will be examined to determine whether you can perform the essential functions of the position of Traffic Enforcement Agent. 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. Incumbents at Assignment Level III are subject to additional drug screening.

Special Patrolman Status: Assignment to Traffic Enforcement Agent Level IV requires that you 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. This designation must be maintained for the duration of employment at Level IV. The qualifications for Special Patrolman include good character, being a U.S. citizen, being at least 21 years of age by the time of appointment, and being a New York City resident.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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.

THE TEST: You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test will 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. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem.

Information Ordering: following correctly a given rule or set of rules to arrange things or actions in a certain order. The rule 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.

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

Deductive Reasoning: applying general rules to specific problems to come 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.

Mathematical Reasoning: understanding and organizing a problem and then selecting 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.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages and taking square roots.

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:

Probationary Period: Appointees will be required to successfully complete a training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service, employees will be eligible for a uniform allowance. Employees will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

Investigation: You will be investigated prior to appointment and must pay a $75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, you must notify the Examining Service Section at (212) 669-7280 from 10:00 a.m. to 2:00 p.m. (New York time) at least five business days before the date of the test.

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.

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