



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

DONALD P. BROSEN
Acting Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SENIOR POLICE ADMINISTRATIVE AIDE

Exam No. 1501

WHEN TO APPLY: From: August 4, 2010
To: August 24, 2010

APPLICATION FEE: \$40.00
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, December 11, 2010.**

WHAT THE JOB INVOLVES: Senior Police Administrative Aides, under general supervision, with some latitude for independent action, initiative or decision, supervise, direct, and perform difficult and responsible clerical work using both manual and computerized systems; assist in the performance of administrative work; and perform related tasks.

Special Working Conditions: Senior Police Administrative Aides may be required to work shifts including nights, Saturdays, Sundays, and holidays as required by the needs of the service.

(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 \$37,038 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 payment 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Police Department who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Police Administrative Aide; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to a Police Administrative Aide position pursuant to section 55-a of the New York State Civil Service Law, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Senior Police Administrative Aide. Tasks to be tested will include questions on: assigning or delegating work to subordinate civilians, or to uniformed personnel; supervising and monitoring the work of subordinates; training or providing assistance to subordinates in the performance of job tasks or related responsibilities; filling out various forms and logs concerning work related activities, actions, charges, notifications, changes, leave, sickness, requests, criminal incidents, etc.; verifying the accuracy and completeness of information, data or figures on reports and logs; writing letters, reports, or narratives of incidents; filing forms, documents, correspondence, and copies in alphabetical, numerical, or chronological order; locating and retrieving documents, reports, files, data, or copies and forwarding to requesting unit; photo copying documents, reports, correspondence, or forms; typing documents, correspondence, forms, directives, reports, etc.; answering phone calls, responding to inquiries, directing callers to appropriate departments or units and assisting with complaints, incidents, or allegations, and providing appropriate information; and maintaining the security and confidentiality of information by verifying the identity of callers and ascertaining whether they are authorized to receive requested information.

The test also may include questions which will require knowledge based on such materials as Departmental Administrative Procedures, Guidelines, and Regulations, Departmental Reference Sources, Departmental Forms and Reports, Principles and Techniques of Supervision, and Standards of Employee Conduct including Mayor's Executive Order No. 16 of 1978, as amended.

The test also will include questions which may require the use of any of the following abilities:

1. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
2. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
3. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
5. **Organizational Sensitivity:** Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization.
6. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
7. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
8. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
9. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
10. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
11. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
12. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

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 and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 10147; The Police Administrative Aide Occupational Group.

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