



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PLASTERER
Exam. No. 2012
(For Agencies Under the Jurisdiction of the Commissioner, DCAS only)

<p>WHEN TO APPLY: From: October 5, 2011 To: October 25, 2011</p>	<p>APPLICATION FEE: \$85 If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice testis expected to be held on Saturday January 21, 2012</p>	

WHAT THE JOB INVOLVES: Plasterers, under supervision, prepare and direct the mixing of plastering materials; apply plastering materials to walls, ceilings, piers and columns, using a hawk and trowel; plaster partition walls and patch partition walls with limited areas of damage; tape sheet rock and repair damaged sheet rock walls; set up and work on scaffolds; do work in accordance with plans and specifications; keep records; and supervise assigned personnel. All plasterers perform related work.

Some of the physical activities performed by plasterers and environmental conditions experienced are: walking to and from job sites and material storage areas; standing for extended periods of time; standing upright with neck and head extended backward when applying plaster to ceilings; working from scaffolds as high as ten feet; communicating orally with helpers; walking over surfaces littered with fallen plaster and debris; working in areas that have plaster dust in the air; and lifting bags weighing up to 80 pounds.

Special Working Conditions: Plasterers may be required to work shifts, including nights, weekends 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 \$ 40.59 per hour. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the “ HOW TO QUALIFY” section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online . Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. 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, or money order payable to DCAS (Exams). If you pay online by credit card , bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing centers to file for this examination online, submit a money order, or obtain paper applications for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civil_service_exams.shtml#examinationforms. 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.”

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

- (1) Five years of full-time satisfactory experience as a plasterer; or
- (2) At least three years of full-time satisfactory experience as a plasterer, plus sufficient full-time experience as a plasterer's apprentice, or training of a relevant nature acquired in a technical school or trade school or vocational high school approved by a State's Department of Education or a recognized accrediting organization, to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of apprentice experience or approved trade or vocational high school training.

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 and you will not receive a score.

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.

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(if applicable), B and D**. 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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **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 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.

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, 2 Lafayette Street, 17th floor, N.Y., N.Y. 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on the multiple-choice 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 may include questions on techniques and practices of the trade; materials; tools and equipment; safety; reading and understanding instructions; basic mathematical calculations; and other related areas.

There will also be a qualifying practical test that will assess the candidate's ability to prepare plastering materials and apply such materials to interior and exterior surfaces. Candidates who pass the written test and meet the education and experience requirements will be scheduled to take the practical test.

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, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

THE TEST RESULTS: If you meet the experience requirements, pass the multiple-choice test and the qualifying practical 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 other requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Note: This examination is for positions with agencies under the jurisdiction of DCAS only. If you would like to apply for plasterer (HHC) with the Health and Hospitals Corporation, you must submit a separate application and filing fee for Exam. No.2046 from October 5, 2011 through October 25, 2011.

Selective Certification for Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given in the test booklet on the day of the test to indicate your interest in such Selective Certification.

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 TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

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 Applications Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92235; The Skilled Craftsman and Operative Service.

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