



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

## TAXI AND LIMOUSINE INSPECTOR

Exam No. 5046

**WHEN TO APPLY:** From: January 7, 2015  
 To: January 27, 2015

**APPLICATION FEE: \$47.00**  
 If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** The multiple-choice test is expected to be held on Saturday, March 28, 2015.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**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, laws, 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, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Monday, January 19, 2015**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You may be given the test before we verify 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.

**Education and Experience Requirements:** By the last day of the Application Period (January 27, 2015), 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 of 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 appointing agency during the pre-employment screening process regarding the approved evaluation services you may use for foreign education.

**Driver License Requirement:** At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or 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 the examination, and/or to perform the essential functions of the job.

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

**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 Rules of the City of New York):

- Be twenty-one years of age or older;
- Be a citizen of the United States;
- Be a resident of New York City;
- Have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of 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 who are appointed will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed who fails to pass this background check will be terminated from the position.

**Special Patrolman Status:** 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.

**Residency:** Because candidates must, at the time of appointment, meet all the criteria for designation as a Special Patrolman (see, Special Patrolman Requirement ), a candidate must be a resident of the City of New York 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 INFORMATION:**

**Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 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.

**Warning:** 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Investigation:** You will be investigated prior to appointment and must pay a fee of \$89.75 for fingerprint screening. At the time of investigation and at the time of appointment, candidates must present originals or certified copies of all documents and proof, including, but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and 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.

**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, 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 meet these requirements, 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.

**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 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 are appointed, the Special Patrolman status must be maintained for the duration of your employment.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet these requirements at some future date, please submit a request 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, your social security number, and the Selective Certification you are requesting on your correspondence.

**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.

**SPECIAL ARRANGEMENTS:**

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
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For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)