



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

<b>REQUIRED INFORMATION</b>
APPLICATION

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SENIOR POLICE ADMINISTRATIVE AIDE**

**Exam No. 5510**

<p><b>WHEN TO APPLY:</b> From: September 3, 2014</p> <p style="padding-left: 100px;">To: September 23, 2014</p>	<p><b>APPLICATION FEE: \$54.00</b></p> <p><b>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.</b></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, January 10, 2015.</b></p>	

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

**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, 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 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. 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).

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

**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."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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) holds a permanent (not provisional) competitive appointment 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 New York State Civil Service Law, section 55-a, 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 your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**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 at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% 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 ½ 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 multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Senior Police Administrative Aide. Task categories to be tested are as follows: Supervision; Writing and Composing Documents and Reports; Office/Clerical Duties; and Communicating.

The test may include questions which require mastery of technical knowledge based on such materials as departmental and administrative procedures, guidelines, and regulations; police terminology, crime definitions and classifications; departmental reference sources; departmental forms and reports; departmental filing systems; and standards of employee conduct including Mayor's Executive Order No. 16 of 1978, as amended.

The test may also include questions requiring the use of any of the following abilities:

**Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. This ability may be used when analyzing and preparing roll call.

**Quantitative Analysis and Interpretation** - Analyzing, interpreting and understanding the underlying principles and meaning of numerical data, recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. This ability may be used when working with payroll.

**Judgment and Decision Making** - Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically; typically applied over a short time frame. This ability may be used when allocating the payroll to ensure it is spread out over a length of time.

**Planning and Organizing** - Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. This ability may be used when, in roll call, determining who is sent out and who stays in.

**Innovation** - Developing new ideas and answers to work-related problems using creativity and alternative thinking. This ability may be used when organizing or compiling a list of needed manpower for detail.

**Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work; managing the things needed for work to be accomplished. This ability may be used when ordering supplies for the precinct or office.

**Management of Personnel Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. This ability may be used when determining which of their subordinates to assign to a specific task.

**Monitoring** - Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. This ability may be used when conducting subordinates' performance evaluations.

**Time Management** - Managing one's own time and the time of others in order to promote effective use of work hours. This ability may be used when tasked with multiple reports to complete.

**Persistence** - Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. This ability may be used when requesting maintenance and/or supplies for equipment.

**Adaptability/Flexibility** - Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. This ability may be used when the Commanding Officer of a command changes.

**Written Comprehension** - Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. This ability may be used when reading the NYPD policies and procedures.

**Written Expression** - Appropriately communicating information and ideas in written words and sentences the intended audience will understand. This ability may be used when completing forms or writing communications.

**Persuading and Influencing Others** - Causing others to change or modify their opinions, views or behaviors using a variety of strategies. This ability may be used when speaking with a complainant. The complainant may, mistakenly, believe their complaint is classified a certain way and the Senior Police Administrative Aide must inform them of the NYPD's definitions and persuade them to change their mindset regarding the classification.

**Conflict Resolution** - Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. This ability may be used when resolving a conflict between subordinates.

**Concern for Others** - Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. This ability may be used when listening and speaking with complainants.

**Coaching and Mentoring** - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge and skills. This ability may be used when helping subordinates.

**Teamwork** - Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. This ability may be used when picking up the tasks of a subordinate or colleague away on vacation.

**Integrity** - Acting in an honest and ethical manner. This ability may be used when handling confidential and/or sensitive material.

**Dependability** - Fulfilling obligations and acting in a reliable, responsible, and dependable manner. This ability may be used when there is only one Senior Police Administrative Aide scheduled per tour.

**Achievement/Effort** - Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals. This ability may be used when completing a large stack of reports.

**Initiative and Independence** - Displaying a willingness to take on additional responsibilities and challenges, while developing one's own ways of doing things and guiding oneself with little or no supervision. This ability may be used when finishing another person's tasks while they are out on leave.

**Attention to Detail** - Being careful about detail and thorough in completing work tasks. This ability may be used when analyzing reports to locate errors or discrepancies.

**Updating and Using Relevant Knowledge** - Keeping up-to-date technically and applying new knowledge to the job. This ability may be used when staying up-to-date on the Patrol Guide's changes.

**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 test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**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(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 this 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 promotion, 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 DCAS Computer-based Testing & Application Centers.

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](http://nyc.gov/dcas)