

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. Task categories to be tested will include questions on:

1. **Supervision:** These tasks involve supervision, monitoring, training, and evaluating the work of subordinates.
2. **Writing and Composing Documents/Reports:** These tasks involve filling out documents and reports as well as gathering and verifying the information on those forms.
3. **Office/Clerical Duties:** These tasks involve filing, photocopying, and typing.
4. **Communicating:** These tasks involve responding to inquiries and directing inquirers to appropriate sources and explaining policies and procedures to others.

The test also may include questions which will require knowledge based on such materials as Departmental Administrative Procedures, Guidelines, and Regulations, Police Terminology, 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 will include questions which may require the use of any of the following abilities:

1. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
2. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
3. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Information Ordering:** The ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules 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.
5. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
6. **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.
7. **Number Facility:** This is the ability to manipulate numbers in numerical operations; for example, add, subtract, multiply, divide, integrate, differentiate, etc. The ability involves both the speed and accuracy of computation.
8. **Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.
9. **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.
10. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
11. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
12. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
13. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
14. **Written Comprehension:** The ability to understand written sentences and paragraphs.

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.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

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**