



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

MARTHA K. HIRST
Commissioner

NOTICE
OF
EXAMINATION

PROMOTION TO ASSOCIATE TRAFFIC ENFORCEMENT AGENT

Exam. No. 8566

WHEN TO APPLY: From: February 4, 2009
To: February 24, 2009

APPLICATION FEE: \$35.00
Payable 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, May 9, 2009.**

WHAT THE JOB INVOLVES: At Assignment Level I: Associate Traffic Enforcement Agents supervise a squad of Traffic Enforcement Agents; assign, train, and evaluate subordinate employees; monitor productivity; prepare reports; prepare and serve summonses; testify at hearing offices and/or court; investigate problems encountered on patrol and complaints against Traffic Enforcement Agents; recommend disciplinary action; assist Traffic Enforcement Agents who are injured or are involved in a confrontation; operate portable and/or vehicle radios; operate a motor vehicle; and perform related work.

(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 \$34,771 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to a higher level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

- (1) Online at the DCAS Website: If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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: Refer to the "Required Form" section below for the form that you must fill out. Return the completed 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.

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 Traffic Enforcement Agent; 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.)

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM:

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.

DRIVER LICENSE REQUIREMENT: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test. 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 Written Test Description: 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 an Associate Traffic Enforcement Agent. The following task areas will be assessed:

Roll Call: These tasks involve the preparation of the squad prior to being posted in the field.

Monitoring Subordinates: These tasks involve ensuring that Agents perform their duties and responsibilities according to Department guidelines.

Enforcement/Patrol: These tasks involve the performance of duties and responsibilities while in the field.

Administrative Duties: These tasks involve handling paperwork such as forms, reports and logs and may include testifying in court and ensuring the safety and well-being of the Agent.

Community Relations: These tasks involve interacting with civilians and non-agency personnel.

Discipline: These tasks involve the reprimanding of Agents.

The test may include questions which require mastery of technical knowledge based on such materials as: the New York City Police Department Civilian Handbook, the New York City Police Department Addendum to the Civilian Handbook, the New York City Police Department Patrol Guide, the New York City Police Department Administrative Guide, the New York City Police Department Radio Code Signals Insert, NYCDOF - Parking Violations Operations Parking Violations "Code Cards," the Types of Plates and Permits including Disabled Parking Permits and Plates and violations, and Mayor's Executive Order No. 16 of 1978, as amended. Questions may address any of the following areas: Time and Leave; Personnel Actions; Conduct; Uniforms; Field Operations; Summonses; Radio Use; Use of Vehicle; and Code of Conduct.

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

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

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 and you are applying:

- (1) online, follow the onscreen instructions; or
- (2) by mail, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 71652; The Traffic Enforcement Occupational Group

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