



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE ST, 14 TH FLOOR  
 NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

# NOTICE OF EXAMINATION

## FRAUD INVESTIGATOR Exam No. 0121

**WHEN TO APPLY:** From: March 3, 2010  
 To: March 23, 2010

**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.

**TEST DATE:** The qualifying multiple-choice test is expected to be held on **Saturday, May 22, 2010.**

**WHAT THE JOB INVOLVES:** At Assignment Level I, Fraud Investigators perform investigations, with varying degrees of difficulty and responsibility, pertaining to fraud activities involving social benefit programs or tax laws. In the Department of Social Services, Fraud Investigators conduct investigations concerning fraudulent acts of misconduct or criminality related to the improper application, receipt, dissemination or appropriation of public funds. In the Department of Finance, Fraud Investigators conduct civil or criminal investigations of reported or suspected violations of the New York City Tax Laws.

Some of the physical activities performed by Fraud Investigators and environmental conditions experienced are: working outside in all kinds of weather, in all areas of the city; standing for up to seven hours per day; walking up to five miles per day; climbing stairs, and carrying evidentiary records that weigh up to 20 pounds.

**Special Working Conditions:** Fraud Investigators may be required to work shifts including nights, Saturdays, Sundays 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 \$34,977 per annum. This rate is subject to change. There are two Assignment Levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher Assignment Level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options.

- Online at the DCAS website:** Go to the Online Applications System (OASys) at [www.nyc.gov/examsforjobs](http://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.
- By mail:** Fill out an "Application for Examination" form and return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. It 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.

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.

**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. A four-year high school diploma or its educational equivalent and three years of satisfactory, full-time experience, acquired within the United States in one or a combination of the following:
  - a. performing investigations involving criminal and/or fraudulent activities; or
  - b. evaluating credit histories; or
  - c. searching for assets; and/or
  - d. researching, compiling and/or locating evidence or information in order to build a case or uncover activities of a criminal, corrupt, unlawful or unethical nature involving public or private funds; or
2. An associate degree or 60 semester credits from an accredited college or university, including or supplemented by 12 semester credits from an accredited college or university in criminal justice, forensic auditing, forensic science, police science, criminology, criminal justice administration and planning, and/or law or a related field and one year of satisfactory, full-time experience as an investigator as described in "1" above; or
3. A baccalaureate degree from an accredited college or university; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 10 semester credits from an accredited college or university, for three months of full-time experience. However, all candidates must have at least 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. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

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.

**Clerical experience in an organization which investigates criminal or fraudulent activities is not acceptable.**

**Medical Requirement (For the Department of Finance Only):** Medical guidelines have been established for the positions in the Department of Finance. Candidates will be examined to determine whether they can perform the essential functions of the position of Fraud Investigator. 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 (For the Department of Finance Only):** You must pass a drug screening in order to be appointed to positions in the Department of Finance.

**Residency Requirement:** 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.4, 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. **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 the 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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.

**THE TEST:** Your score will be determined by an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test, you will receive a score of 70 points for meeting the minimum requirements listed above. After these minimum requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

You may be eligible for additional credit if you had additional work experience in the areas listed in “1”, “a”, “b”, “c”, or “d” above beyond that which was used to meet the minimum requirements.

<u>You will receive:</u>	<u>For each Year of Additional Work Experience in:</u>
5 points up to a maximum of 15 points	The same area used to qualify
10 points up to a maximum of 30 points	An area different from the one used to qualify

You will receive a maximum of one year experience for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit. Experience must be obtained by the **last day of the Application Period.**

You will receive an additional 5 points if you possess a law degree from an accredited law school obtained by the last day of the Application Period.

**Qualifying Multiple-Choice Test:** The qualifying multiple choice test may include questions requiring 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.

**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 rule 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.

**Spatial Orientation:** is the ability to tell where you are in relation to the location of some objects or to tell where the object is in relation to you.

Only those candidates who pass the qualifying multiple-choice test will have their education and experience test paper rated.

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

**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 education and experience test and the qualifying multiple-choice test, your name will be placed in 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Tax Fraud, Driver License, and Peace Officer (For the Department of Finance Only):**

If you meet the following requirements, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. The requirements are: one year of satisfactory, full-time experience in a U.S. Federal, State or Municipal agency, performing criminal and/or fraud investigations of violations of U.S. Federal, State or Municipal tax laws; and a Motor Vehicle Driver License that is valid in the State of New York, and which must be maintained for the duration of employment; and eligibility for certification as a Peace Officer under the New York State Criminal Procedure Law. In order to be certified as a Peace Officer, you must be a New York City resident at the time of appointment.

If you qualify for the above Selective Certification, you may be given preferred consideration for positions in the Department of Finance requiring these qualifications. Follow the instructions given to you in the multiple choice test booklet on the day of the test to indicate your interest in such Selective Certification. These requirements may be met at any time during the duration of the list. When you have met these requirements, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak any of the following: Spanish, Chinese, Russian, Arabic, Haitian/ Creole, Korean , Hindi or Urdu and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you meet the Selective Certification requirement at some future date, please submit documentation 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 and your social security number on your correspondence.

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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 in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31113; Investigation 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)