MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

SPECIAL OFFICER
(For agencies under the jurisdiction of DCAS only)
Exam No. 2300

WHEN TO APPLY: On the date of the test.

APPLICATION FEE: $47.00
Payable only at the Computerized Testing Center on the day of the test by credit card, bank card, debit card or money order payable to DCAS (Exams). ***If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.***

THE TEST DATE: Testing for the title of Special Officer is expected to be held throughout the year depending on the hiring needs of the agency. Testing for Exam No. 2300 will be held from July 1, 2011 through September 30, 2011. Testing for the **month of July** is expected to be held on the following dates and times:

July 1, 2011 through July 29, 2011

Monday - 1:30 PM
Tuesday - 9:30 AM
Wednesday - 6:00 PM
Friday - 6:00 PM

There will be no testing at either test site on July 4, 2011.
There will be no testing at the Brooklyn site on Friday, July 22.

Additional test dates and times for Exam No. 2300 for the **months of August 2011 and September 2011** will be announced at a later date.

You must report to the test session no later than the times listed above for application processing and fingerprinting. If you are late, you may not be admitted to that test session. The test will begin when all candidates who are admitted are processed and fingerprinted.

DCAS COMPUTERIZED TESTING CENTERS: This exam will be administered at both the Manhattan and the Brooklyn DCAS Computerized Testing Centers:

Manhattan
2 Lafayette Street, 17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street, 4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computerized Testing Centers are filled to capacity for a session, no more candidates will be admitted. You are encouraged to come earlier in the month to take the test since there is generally more seating available at these times.

You may take Exam No. 2300 at either location, but you may only take the test once. If you take Exam No. 2300 more than once, only your first test will be rated and your additional filing fee will not be refunded.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 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 a Computerized Testing Center while you are taking the test.

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. However, if you do 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Special Officers, under general supervision, perform Special Officer work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order. They patrol designated areas of public buildings, other facilities, and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc.; give routine information to visitors and clients and direct them to the proper individuals and offices; discourage and eject loiterers and disorderly persons and when appropriate, arrest and issue summonses to law violators on premises; transport, escort and/or arrange for transport of persons in custody to police precincts and have arrests recorded on police blotter; prepare and transmit all necessary documents relating to arrests; testify in court on arrests; report security instances and unusual occurrences by telephone or radio and make subsequent written reports; as required, provide assistance to the sick, injured, mentally and physically disabled, and call for ambulances and/or medical attention when necessary and complete and forward forms; record daily actions in memo book; maintain records of persons entering or leaving building outside regular hours of employment; keep bulletin board in their area current by adding and removing materials; may make clock rounds as required; may control vehicular traffic on grounds and/or premises; may operate motor vehicle; monitor and report unusual events from security systems as required; distribute and maintain accountability for designated equipment or property; monitor and control access by the means of electronic security measures, such as closed circuit television; access control readers; may operate hydraulic access devices; attend, complete, and maintain training requirements as per State and Agency mandates; make written entries into location log book; and perform related work.

You may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Special Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; may assist in carrying an injured adult; gripping persons to prevent escape; restraining a suspect by use of handcuffs; may be required to detect odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and wearing a bullet-resistant vest.

(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 $30,260 per annum. This rate is subject to change.

HOW TO APPLY: You will receive an exam application and filing instructions for Exam No. 2300 when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a $5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Form: This form 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 will 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.

HOW TO QUALIFY:

Education Requirements: You must possess a four-year high school diploma or its educational equivalent, approved by a State’s Department of Education or a recognized accrediting organization by the time of appointment.

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. You will receive instructions from the appointing agency during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Age Requirement: You must have reached your 20th birthday by time of appointment.

Character and Background: Pursuant to Criminal Procedure Law Section 2.10, the position of Special Officer is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. Therefore, you must reveal **ALL** arrests, convictions and **pending** charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Peace Officer Training Certification Requirement: You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment. Attendance at annual recertification training is mandatory and a continuing condition of employment.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Special Officer. You will be examined to determine whether you can perform the essential functions of the position of Special Officer. 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.

Residency Requirement: Pursuant to N.Y.S. Public Officers Law, you must be a resident of the City of New York at the time of appointment.

Citizenship Requirement: Pursuant to N.Y.S. Public Officers Law, United States citizenship is required at the time of appointment.

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.

THE TEST: You will be given a multiple-choice test at a computer terminal. 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.

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 object or to tell where the object is in relation to you.

Visualization: is the ability to imagine how something would look when its 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.

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.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a motor vehicle driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. This license must be maintained for the duration of your employment. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, 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 those positions requiring a Class A, B, or C Commercial Driver License (for Department of Mental and Health Hygiene): If, at the time of appointment, you have a Class A, B, or C commercial driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions in the Department of Mental and Health Hygiene requiring this license. This license must be maintained for the duration of your employment. 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. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, 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: If you can speak, read or write Albanian, American Sign Language, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Hatian/Creole, Hindi, Italian, Korean, Polish, Portuguese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), Yiddish 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 on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, 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.

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $75.00 fee for fingerprint screening.

At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, 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. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Assignment of duties: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities or who will have the potential for regular and substantial contact with children is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide Central Register for Child Abuse and Maltreatment. State Central Register screening will be obtained prior to considering a candidate for employment as a Special Officer. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be considered for any position which requires child care responsibilities or has the potential for regular and substantial contact with children.

Probationary Period: You will be required to complete a minimum probationary period of one year, during which time you will be required to successfully complete all components of the prescribed Peace Officer training course, to which reference is made in the "How to Qualify" section above.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to a disability you must notify the Examining Service Section at (212) 669-7280 from 10:00 a.m. to 2:00 p.m. (New York time) at least ten business days before the date of the test. If your request is not received at least ten business days before the date you would like to take the test, you may be rescheduled for a session convenient to you provided there are more available sessions during the filing period. If there are no more sessions available, you will not have any further opportunities to apply for this exam.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Special Officer in HHC you must submit a separate application and fee for Exam No. 2301 from July 1, 2011 through July 30, 2011.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer
Title Code No. 70810; The Special Officer Occupational Group

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