



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

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

MOTOR VEHICLE OPERATOR
 (For agencies under the jurisdiction of DCAS only)
 Exam Nos. 3306 and 3307

WHEN TO APPLY: On the date of the test

APPLICATION FEE: \$47.00

Payable only at a 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 SCHEDULE: Testing for the title of Motor Vehicle Operator is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from July 2012 - June 2013:

<u>Exam No.</u>	<u>Filing and Testing Period</u>
3306	July 6, 2012 - December 31, 2012
3307	January 2, 2013 - June 29, 2013

Monthly Schedule: A monthly schedule of the days and times of filing and testing will be available beginning on the 1st day of each month at www.nyc.gov/dcass and at the DCAS Computerized Testing Centers.

DCAS COMPUTERIZED TESTING CENTERS: This exam will be administered at the 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, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Motor Vehicle Operator test at either location, but you may only take each exam number once. If you take a test with the same exam number 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. 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Motor Vehicle Operators, under supervision, operate motor vehicles such as passenger cars, ambulances, vans, hearses, trucks, wreckers, forklifts, tractor-trailer trucks and sign-erecting trucks. In a small garage, they may dispatch personnel, motor vehicles and equipment. Motor Vehicle Operators may drive a truck carrying employees and material to and from work locations or act as a chauffeur for an official. Motor Vehicle Operators check the tires, oil and fuel of the vehicle, replenish fluids as needed, and check to see that the lights, horn and brakes appear to be operating properly. They change tires or wheels; assist in the loading and unloading of materials, equipment and passengers; transport collectors and cases of coin boxes to and from collection areas; operate motorized equipment that is mounted on, or transported by, the vehicle; are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle; prepare trip reports; and perform related work. In the Police Department, they may operate vehicles which transport inmates to and from detention facilities, police stations and court locations. In the Office of the Chief Medical Examiner, they may transport physicians, medicolegal investigators or other passengers to and from death scenes. Employees in this title may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Motor Vehicle Operators and environmental conditions experienced are: driving in all kinds of traffic and weather conditions; bending; lifting and loading small packages up to 50 lbs.; changing tires; sitting for long periods of time; and using hand trucks.

(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 \$33,695 per annum. This rate is subject to change.

HOW TO APPLY: You will receive an exam application and filing instructions 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 will 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 and Experience Requirements: There are no formal education or experience requirements.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. 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.

Medical Requirement: Medical guidelines have been established for the position of Motor Vehicle Operator. Candidates will be examined to determine whether they can perform the essential functions of the position of Motor Vehicle Operator. 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: 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: Candidates 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 on: rules of the road; defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms; vehicle readiness check, basic equipment check and related safety procedures; planning travel routes; delivery and pickup procedures; loading and unloading procedures; and other related areas.

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

Written Comprehension: is the ability to understand written sentences and paragraphs.

Written Expression: is the ability to use English words or sentences in writing so that others will understand.

Memorization: is the ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: is the ability 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.

Information Ordering: is the ability to correctly follow 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.

Deductive Reasoning: is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

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.

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 Commercial Driver License: If you possess a Class A, B or C Commercial Driver License valid in the State of New York, or a combination of these licenses, or you possess a valid New York State Learner's Permit for a Class A, B or C Commercial Driver License, 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. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) for the duration of your employment. There may be certain age requirements to obtain these licenses. A candidate with a Learner's Permit must obtain the appropriate Driver License within three months from the date of appointment. This requirement may be met at any time during the duration of the list. 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, 14th Floor, New York, NY 10007 Please include the examination title and number and your social security number on your correspondence.

Alcohol Screening Requirement (For Commercial Driver License Selective Certification only): You must pass an alcohol screening in order to be appointed.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, you must notify the Test Administration Unit by e-mail at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Refer to the **S** **p** **e** **c** **i** **a** **l** **C** **i** **r** **c** **u** **m** **s** **t** **a** **n** **c** **e** **s** **F** **o** **r** **m** http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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 and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91212; The Motor Vehicle Occupational Group

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