



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

## NOTICE OF EXAMINATION

**SCHOOL SAFETY AGENT**  
 Exam Nos. 4307, 4314, 4321, 4325, and 4330  
 Amended Notice – August 7, 2013

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
 BEFORE YOU SUBMIT YOUR APPLICATION.**

**The Notice of Examination is amended to change the date for meeting the education requirements.**

**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).**

**THE TEST SCHEDULE:** Testing for the title of School Safety Agent is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from August 2013 - June 2014:

<u>Exam No.</u>	<u>Filing and Testing Period</u>
4307	August 1, 2013 - October 31, 2013
4314	November 1, 2013 - December 31, 2013
4321	January 2, 2014 - February 28, 2014
4325	March 1, 2014 - April 30, 2014
4330	May 1, 2014 - June 30, 2014

**Monthly Schedule:** A monthly schedule of the days and times of filing and testing will be available beginning on the 1<sup>st</sup> day of each month at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

**DCAS COMPUTERIZED TESTING CENTERS:** This exam will be administered at the DCAS Computerized Testing Centers:

<p><b>Manhattan</b>  <b>2 Lafayette Street</b>  <b>17<sup>th</sup> Floor</b>  <b>New York, NY 10007</b></p>	<p><b>Brooklyn</b>  <b>210 Joralemon Street</b>  <b>4<sup>th</sup> Floor</b>  <b>Brooklyn, NY 11201</b></p>
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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 the School Safety Agent 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:** School Safety Agents patrol designated areas of school buildings and surrounding areas; identify and prevent infiltration of unlawful or prohibited items through scanning; give routine information to visitors and direct them to the proper personnel and offices; request identification of, and remove from the premises, any unauthorized persons; aid sick and injured persons and call for medical, police or fire assistance, when needed; notify supervisors of all emergency incidents and complete any related documentation; respond to altercations between students and other persons, and attempt to separate the involved persons and resolve conflicts; maintain records of persons entering and leaving buildings; monitor security camera systems to ensure facility entrances are secure; identify persons violating Department of Education Rules and Regulations; apprehend persons violating the Penal Law and notify the proper administrative personnel; prepare reports and testify in regard to these violations at Superintendent's or Principal's hearings and/or in court; monitor and use radios to request assistance from co-workers; may operate motor vehicles; and perform related work.

**Special Working Conditions:** School Safety Agents may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by School Safety Agents and environmental conditions experienced are: working through ongoing school construction projects (including asbestos removal projects); working in non-air conditioned areas during summer months; navigating through unlit stairwells; walking school perimeter in all types of weather conditions; exposure to potential physical and verbal abuse by students and parents; altercations with students which may arise while on patrol and performing security duties; separating and restraining combatants; engaging in physical activities over an extended period of time including standing, running up stairs, walking and sitting; functioning effectively in a potentially hostile environment and under stressful conditions; performing required duties in areas that can become crowded with people; and lifting and moving cumbersome equipment.

(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 \$31,259 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.

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 Guide:** This guide gives important information about requesting an alternate test date because of religious observance, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide 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:**

**Special Patrolman Requirement:** At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offense against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. 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 date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. You must pay a \$75 fee for fingerprint screening. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position.

You must maintain the above qualifications for the duration of your employment with the exception of New York City residency. After two years of continuous employment (in which residency must be maintained in New York City), residency may be allowed in Nassau, Suffolk, Westchester, Orange, Rockland, or Putnam county.

**Education Requirement:** You must meet the education requirements by **January 31, 2014** for **Exam No. 4307** and **Exam No. 4314**. You must meet the education requirements by **June 30, 2014** for **Exam No. 4321**, **Exam No. 4325**, and **Exam No. 4331**.

You must have a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization. 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 Police Department during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of a School Safety Agent. 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.

**Physical Testing:** Physical standards have been established for the position of School Safety Agent. You will be required to pass a qualifying physical test.

**Drug Testing:** You must pass a drug screening in order to be appointed.

**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 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:** correctly following 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:** determining where you are in relation to the location of some object or where the object is in relation to you.

**Visualization:** imagining how something would look when it is 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:**

**Driver License:** You do not have to possess a motor vehicle driver license for the position of School Safety Agent. However, for assignment to certain positions, including the positions of Group Leader and Mobile Task Force Member, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your assignment to such positions.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability, you must notify the Exam Support Group by e-mail at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov) or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** [http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60817; School Security 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)**