



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

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

TRAFFIC ENFORCEMENT AGENT

Exam Nos. 7303, 7305, 7307, 7311, 7313 and 7315

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

WHEN TO APPLY:

<u>Exam No.</u>	<u>Application and Scheduling Period</u>
7303	June 27, 2016 - August 31, 2016
7305	August 26, 2016 - October 31, 2016
7307	October 27, 2016 - December 31, 2016
7311	December 27, 2016 - February 28, 2017
7313	February 24, 2017 - April 29, 2017
7315	April 26, 2017 - June 30, 2017

APPLICATION FEE: \$40.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: Testing for the title of Traffic Enforcement Agent is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from July 2016 - June 2017:

<u>Exam No.</u>	<u>Testing Period</u>
7303	July 1, 2016 - August 31, 2016
7305	September 1, 2016 - October 31, 2016
7307	November 1, 2016 - December 31, 2016
7311	January 3, 2017 - February 28, 2017
7313	March 1, 2017 - April 29, 2017
7315	May 2, 2017 - June 30, 2017

Monthly Schedule: A monthly schedule of the dates to apply, schedule, and test will be available within the week prior to the 1st day of each month at www.nyc.gov/dcass and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

Manhattan 2 Lafayette Street 17 th Floor New York, NY 10007	Brooklyn 210 Joralemon Street 4 th Floor Brooklyn, NY 11201
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You may take the Traffic Enforcement 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 application fee will not be refunded.

Warning: 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, 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 Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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: At Assignment Level I, under supervision, Traffic Enforcement Agents patrol an assigned area in order to enforce laws, rules and regulations relating to movement, parking, stopping and standing of vehicles. They prepare and issue paper and electronic summonses for violations; prepare and issue summonses to drivers and motorists; testify at administrative hearing offices and court; report inoperative or missing parking meters and traffic conditions requiring attention; prepare required reports; operate a motor vehicle; operate portable and vehicle radios and other electronic equipment; and perform related work.

Special Working Conditions: Traffic Enforcement Agents will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

Some of the physical activities performed by Traffic Enforcement Agents and environmental conditions experienced are working outdoors in all kinds of weather and patrolling on foot for long periods of time.

(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 \$29,812 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to higher assignment levels at the discretion of the agency.

HOW TO APPLY: You may apply and schedule a reservation for a test date if you believe you meet the requirements in the "How to Qualify" section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at www.nyc.gov/examsforjobs. In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you **may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account.**

Follow the onscreen application instructions for making a reservation and electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS' Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

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 "Thank you for calling" 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 is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

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 Requirement: By **January 31, 2017** for Exam Nos. 7303,7305, and 7307 or by **June 30, 2017** for Exam Nos. 7311, 7313, and 7315, 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.

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. Assignment to Traffic Enforcement Agent Level III requires a W (tow truck) endorsement to your motor vehicle license. This license must not include any restrictions which would preclude the performance of Traffic Enforcement Agent work and must be maintained for the duration of employment. If you have moving violations, license suspensions or an accident record, you may be disqualified.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. You will be examined to determine whether you can perform the essential functions of a Traffic Enforcement Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job. Eligibles may have to pass an additional medical screening before assignment to Assignment Level III.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Incumbents at Assignment Level III are subject to additional drug screening.

Special Patrolman Status: Assignment to Traffic Enforcement Agent Level IV requires that you qualify for Special Patrolman status from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of employment at Assignment Level IV. Consult the **appointing agency's personnel office** at the time of your assignment to Level IV for the qualifications for Special Patrolman Status.

Residency Requirement Advisory: 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.

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

Written Comprehension: understanding written sentences and paragraphs. Example: A Traffic Enforcement Agent might need this ability when reading traffic regulation signs to determine if a vehicle is in violation.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Traffic Enforcement Agent might need this ability to prepare reports.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Traffic Enforcement Agent might need this ability to report inoperable or missing parking meters and traffic conditions requiring attention.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem. Example: A Traffic Enforcement Agent might need this ability to monitor traffic flow and impediments, including, but not limited to on-street construction, manhole activity, or special events.

Information Ordering: following correctly a given rule or set of rules to arrange things 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. Example: A Traffic Enforcement Agent might need this ability to place summonses in order by the type of infraction.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you. Example: A Traffic Enforcement Agent might need this ability to direct and control traffic at assigned locations.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Traffic Enforcement Agent might need this ability to enforce rules and regulations relating to movement, parking, stopping, and standing of vehicles.

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. Example: A Traffic Enforcement Agent might need this ability to determine a description of an accident from multiple witnesses with differing information.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Traffic Enforcement Agent might need this ability to determine how to calculate the answer to a problem.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages. Example: A Traffic Enforcement Agent might need this ability to count the number of summonses issued in one day.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change of your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specific deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY, 10007 or brought in person to the same address Monday through Friday from 9 AM to 5 PM.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for this title is 12 months. Appointees will be required to successfully complete a training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service, employees will be eligible for a uniform allowance.

Investigation: You will be investigated prior to appointment and must pay a \$89.75 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 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 meeting educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to Administration, Customer and Exam Support by e-mail at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Please refer to the **Special Circumstances Guide** at http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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.

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 Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 71651; Traffic Enforcement Occupational Group

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