



The City of New York  
 Department of Citywide Administrative Services  
 1 Centre Street, 14<sup>th</sup> Floor New York, New York 10007  
 Human Capital – Administration, Customer, and Exam Support  
 For Automated Information: Call (212) 669-1357 (24 hrs/7days)  
 Computer-based Testing & Applications Centers (CTACs)

2 Lafayette Street, 17<sup>th</sup> Floor,  
 New York, NY 10007

210 Joralemon Street, 4<sup>th</sup> Floor,  
 Brooklyn, NY 11201

118-35 Queens Blvd., 5<sup>th</sup> Floor,  
 Forest Hills, NY 11375

DCAS Website Address: [www.nyc.gov/dcas](http://www.nyc.gov/dcas)

## APPLICATIONS SCHEDULE – JULY 2017

(ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE)

If you wish to apply for one of the exams open during this Application Period, please apply online by going to the DCAS [Online Application System](http://www.nyc.gov/examsforjobs) (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms.

If a computer is unavailable to you, you can visit one of the CTACs where computers are available to the public to apply for the exams listed below.

The CTACs are open to the public at the following locations: 2 Lafayette St., 17<sup>th</sup> Floor, Manhattan, NY 10007; 210 Joralemon St., 4<sup>th</sup> Floor, Brooklyn, NY 11201; and 118-35 Queens Blvd., 5<sup>th</sup> Floor, Forest Hills, NY 11375. The hours of operation are between 9:00 AM and 5:00 PM, Monday through Saturday, unless stated otherwise.

### OPEN COMPETITIVE – Exams Open to the Public

(SEE NOTICE OF EXAM FOR TYPE OF TEST DETAILS)

**Apply Online During Application Period**

TITLE OF EXAM	EXAM NO.	APPLICATION PERIOD	APPLICATION FEE	TEST TYPE	TEST DATE
ASSOCIATE PARK SERVICE WORKER	8049	07/05/17 – 07/25/17	\$61.00	QMC	11/21/2017
MACHINIST	8000	07/05/17 – 07/25/17	\$85.00	QMC	12/15/2017

### QUALIFIED INCUMBENT EXAMINATION (QIE) – Exams for City Employees Only

(SEE NOTICE OF EXAM FOR TYPE OF TEST DETAILS)

**Apply Online During Application Period**

TITLE OF EXAM	EXAM NO.	APPLICATION PERIOD	APPLICATION FEE	TEST TYPE	TEST DATE
ADMINISTRATIVE PUBLIC HEALTH SANITARIAN	8200	07/05/17 – 07/20/17	\$68.00	QIE	N/A
ADMINISTRATIVE SCHOOL FOOD SERVICE MANAGER	8201	07/05/17 – 07/18/17	\$68.00	QIE	N/A
MANAGER OF RADIO REPAIR OPERATIONS	8202	07/05/17 – 07/18/17	\$68.00	QIE	N/A
SENIOR INSTITUTIONAL TRADES INSTRUCTOR (TAILORING)	8203	07/05/17 – 07/18/17	\$54.00	QIE	N/A

### PROMOTION – Exams for City Employees Only

(SEE NOTICE OF EXAM FOR TYPE OF TEST DETAILS)

**Apply Online During Application Period**

TITLE OF EXAM	EXAM NO.	APPLICATION PERIOD	APPLICATION FEE	TEST TYPE	TEST DATE
ASSOCIATE CALL CENTER REPRESENTATIVE (PROM)	8500	07/05/17 – 07/25/17	\$68.00	MC	11/18/2017
ASSOCIATE PARK SERVICE WORKER (PROM)	8501	07/05/17 – 07/25/17	\$61.00	MC	11/21/2017
EMERGENCY MEDICAL SPECIALIST-PARAMEDIC (PROM)	8502	07/05/17 – 07/25/17	\$68.00	E&E	N/A
MARINE ENGINEER (PROM)	8504	07/05/17 – **	\$82.00	E&E	N/A
MARINE ENGINEER (UNIFORMED – FIRE) (PROM)	8505	07/05/17 – **	\$91.00	E&E	N/A

**NOTE:**

- E&E = EDUCATION AND EXPERIENCE TEST
- \*\* = OPEN UNTIL FURTHER NOTICE
- OLEE = ONLINE EDUCATION AND EXPERIENCE TEST
- MC = MULTIPLE CHOICE TEST
- QMC = QUALIFYING MULTIPLE CHOICE TEST
- QPT = QUALIFYING PRACTICAL TEST
- QIE = QUALIFYING INCUMBENT EXAMINATION
- TBD = To Be Determined



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**JULY 2017 – Self-scheduled Exams Open to the Public**

APPLICATION AND SELF-SCHEDULING PERIOD: June 26, 2017 to July 31, 2017 (or until all seats are filled)

TESTING PERIOD: July 1, 2017 to July 31, 2017

TESTING DAYS CAN CHANGE FROM MONTH TO MONTH

**Computer-based Testing** – Apply and schedule yourself for an exam listed below through the [Online Application System \(www.nyc.gov/examsforjobs\)](http://www.nyc.gov/examsforjobs) or come to one of the CTACs to use our computers to apply and schedule yourself for an exam listed below. The dates and times of each test will be available when you apply and schedule yourself for an exam below. The CTACs are located at 2 Lafayette Street, 17<sup>th</sup> Floor, Manhattan, NY 10007; 210 Joralemon Street, 4<sup>th</sup> Floor, Brooklyn, NY 11201; 118-35 Queens Blvd., 5<sup>th</sup> Floor, Forest Hills, NY 11375. The hours of operation are between 9:00 AM and 5:00 PM, Monday through Saturday unless stated otherwise.

**Note:** Electronic devices, including cell phones, are not permitted in the testing areas. Check the Notice of Examination to see if calculators are permitted. Unless otherwise indicated in the Notice of Examination, calculators with functions other than addition, subtraction, multiplication and division are prohibited.

• **TUESDAY, JULY 4, 2017 – THE CTACS WILL BE CLOSED IN OBSERVATION OF INDEPENDENCE DAY**

Title of Exam	Exam No.	Application/Schedule Start Date	Monthly Testing Days	Application Processing Fee
ENVIRONMENTAL POLICE OFFICER	8301	06/26/2017	07/01/2017-07/31/2017	\$61.00
MOTOR VEHICLE OPERATOR	8302	06/26/2017	07/01/2017-07/31/2017	\$54.00
MOTOR VEHICLE OPERATOR (NYC H+H)	8303	06/26/2017	07/01/2017-07/31/2017	\$54.00
SCHOOL SAFETY AGENT	8305	06/26/2017	07/01/2017-07/31/2017	\$47.00
TRAFFIC ENFORCEMENT AGENT	8306	06/26/2017	07/01/2017-07/31/2017	\$47.00

**AUGUST 2017 – Self-scheduled Exams Open to the Public**

APPLICATION AND SELF-SCHEDULING PERIOD: July 21, 2017 to August 31, 2017 (or until all seats are filled)

TESTING PERIOD: August 1, 2017 to August 31, 2017

TESTING DAYS CAN CHANGE FROM MONTH TO MONTH

**Computer-based Testing** – Apply and schedule yourself for an exam listed below through the [Online Application System \(www.nyc.gov/examsforjobs\)](http://www.nyc.gov/examsforjobs) or come to one of the CTACs to use our computers to apply and schedule yourself for an exam listed below. The dates and times of each test will be available when you apply and schedule yourself for an exam below. The CTACs are located at 2 Lafayette Street, 17<sup>th</sup> Floor, Manhattan, NY 10007; 210 Joralemon Street, 4<sup>th</sup> Floor, Brooklyn, NY 11201; 118-35 Queens Blvd., 5<sup>th</sup> Floor, Forest Hills, NY 11375. The hours of operation are between 9:00 AM and 5:00 PM, Monday through Saturday unless stated otherwise.

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Title of Exam	Exam No.	Application/Schedule Start Date	Monthly Testing Days	Application Processing Fee
CORRECTION OFFICER	8308	07/21/2017	08/01/2017-08/31/2017	\$61.00
CHILD PROTECTIVE SPECIALIST	8307	07/26/2017	08/01/2017-08/31/2017	\$68.00
ENVIRONMENTAL POLICE OFFICER	8301	07/26/2017	08/01/2017-08/31/2017	\$61.00
MOTOR VEHICLE OPERATOR	8302	07/26/2017	08/01/2017-08/31/2017	\$54.00
MOTOR VEHICLE OPERATOR (NYC H+H)	8303	07/26/2017	08/01/2017-08/31/2017	\$54.00
SCHOOL SAFETY AGENT	8305	07/26/2017	08/01/2017-08/31/2017	\$47.00
TRAFFIC ENFORCEMENT AGENT	8306	07/26/2017	08/01/2017-08/31/2017	\$47.00