

The City of New York
Department of Citywide Administrative Services
Division of Citywide Personnel Services -- Application Unit
1 Centre Street, 14th Floor New York, New York 10007
For Automated Information: Call (212) 669-1357 (24 hrs/7days)
Application Center: 2 Lafayette Street, 17th Floor, New York, New York
Website Address: www.nyc.gov/dcas

APPLICATION SCHEDULE – NOVEMBER 2009

FILING PERIOD: November 1, TO November 31, 2009

(ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE)

Applications can be obtained in person from the N.Y.C. Department of Citywide Administrative Services, Application Center, 2 Lafayette Street, 17th Floor, Manhattan, New York, during the hours of **9:00 AM to 5:00 PM** beginning on the first day of the filing period, unless otherwise noted. You can also obtain application forms from our web site at www.nyc.gov/dcas or you can have an application sent to you by mailing a request along with a **self-addressed stamped business/legal size envelope** to DCAS Application Unit, 1 Centre Street, 14th floor, New York, New York 10007. Requests must be received at least **seven days** before the filing period closes.

If this option is available to you and you wish to apply for an examination online, you can go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms.

If you are applying for an examination by mail, your properly completed application form(s) must be mailed to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, New York 10007 and postmarked no later than the last date of the application filing period.

O P E N C O M P E T I T I V E -- (O C)

TITLE OF EXAM	EXAM NO.	FILING PERIOD	REQUIRED FORMS	FILING FEE	TEST DATE
Eligibility Specialist	0303	C A N C E L L E D			
Admin. Community Relations Specialist	0101	11/04/09 – 11/24/09	APP, EETP, FEFS	\$50.00	02/27/2010
Admin. Director of Social Services	0102	C A N C E L L E D			
Clerical Aide	0108	P O S T P O N E D			
Job Opportunity Specialist	0127	10/07/09-11/24/09	APP, EETP, FEFS	\$40.00	02/06/2010
Surveyor	0151	11/04/09 – 11/24/09	APP, EETP, FEFS	\$60.00	E & E*

O P E N C O M P E T I T I V E - (O C) ■ ■ C O N T I N U O U S F I L I N G (C o n t)

Applications for the following examinations are issued continuously in the DCAS Application Center at 2 Lafayette Street, 17th Floor in lower Manhattan. You can only apply online at the DCAS Website for Correction Officer, Examination No. 8135.

If you wish to apply for a Correction Officer examination online, you can go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms.

If you are applying for any of these examinations by mail, your properly completed application form must be mailed to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, New York 10007. An application for a particular exam must be postmarked within the filing period specified for that exam. However, in the event that an application is postmarked after the close of the specific filing period, your application will automatically serve as an application for the next scheduled exam.

TITLE OF EXAM	EXAM NO.	FILING PERIOD	REQUIRED FORMS	FILING FEE	TEST DATE
Police Officer	0140	09/02/09-01/29/10	APP ONLY	NO FEE	03/13/2010
Correction Officer	0111	09/16/09-01/15/10	APP ONLY	\$40.00	04/03/2010
Environmental Police Officer	0118	09/02/09-01/29/10	APP ONLY	\$30.00	03/13/2010

APPLICATION SCHEDULE NOVEMBER –2009

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OPEN COMPETITIVE – (OC) ■■ COMPUTERIZED TESTING / FILING

Applications will be made available at the DCAS Computerized Testing Center on the date of the examination. The multiple-choice test will be administered at the DCAS Computerized Testing Center at 2 Lafayette Street, 17th Floor in lower Manhattan on the dates specified below. Seating is limited and on a first come, first serve basis. Since the test dates and time are subject to change, you may contact DCAS on the morning you wish to take the test to confirm the testing availability that day. Please refer to the “HOW TO APPLY” section on the Notice of Examination for the DCAS contact information. **There will be no testing on 11/03/2009, 11/11/2009 and 11/26/2009. There will be no testing at 6:30PM for Police Officer and Environmental Police Officer on 11/25/2009.**

TITLE OF EXAM	EXAM NO.	FILING PERIOD	TESTING DATES	FILING FEE
Correction Officer	0300	11/01/09-11/30/09	Mon 9:30AM Tues, Thurs and Fri 9:30AM, 1:30PM and 6:30PM Weds and Sat 1:30PM	\$40.00
Environmental Police Officer	0305	11/01/09-11/30/09	Mon, Fri and Sat 10:00AM Tues, Wed and Thurs 2:00PM Wed 6:30PM	\$30.00
Police Officer	0308	11/01/09-11/30/09	Mon, Fri and Sat 10:00AM and 2:00PM Tues and Thurs 2:00PM Mon, Tues and Wed 6:30PM	No Fee
Traffic Enforcement Agent	0313	11/01/09-11/30/09	Mon and Fri 1:30 PM and 6:30PM Tues 10:00AM Wed and Sat 9:30 AM and 1:30PM Thurs 10:00AM and 6:30PM	\$30.00

PROMOTION – (PRO)

TITLE OF EXAM	EXAM NO.	FILING PERIOD	REQUIRED FORMS	FILING FEE	TEST DATE
Admin. Construction Project Manager	0501	11/04/09 – 11/24/09	APP ONLY	\$60.00	02/27/2010
Admin. Director of Social Services	0502	CANCELLED			
Captain (Correction)	0509	11/12/09-11/24/09	APP ONLY	\$60.00	03/06/2009
Warden (Correction)	0525	11/04/09 – 11/24/09	APP ONLY	\$60.00	03/27/2010

PROMOTION -- (PRO) ■■ CONTINUOUS FILING

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Since this examination is not available online, your properly completed application forms must be submitted by **mail only** to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, New York 10007.

TITLE OF EXAM	EXAM NO.	FILING PERIOD	REQUIRED FORMS	FILING FEE	TEST DATE
Marine Engineer (Uniformed -Fire Dept.)	8563-023	01/28/99 - **	APP, EETP	\$60.00	* E & E (see below)

NOTE:

* - EDUCATION AND EXPERIENCE

** - OPEN UNTIL FURTHER NOTICE