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Mayor

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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

CORRECTION OFFICER
Exam. No. 8331

Second Amended Notice - July 1, 2009

WHEN TO APPLY: On the date of the test

APPLICATION FEE: $40.00
Payable only at the 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 DATE: The multiple-choice test is expected to be held on the following dates and times:

July 1, 2009 through July 31, 2009	Monday:	9:30 AM and 1:30 PM
	Tuesday, Thursday, and Saturday:	1:30 PM
	Wednesday:	1:30 PM and 6:30 PM
	Friday:	9:30 AM, 1:30 PM and 6:30 PM

There will be no testing on July 3, 2009 and July 4, 2009.

Candidates may not be admitted to the test session after the call times.

This exam will be administered at the DCAS Computerized Testing Center located at 2 Lafayette Street, 17th Floor, New York, New York. **Seating is limited. If you arrive by the call time listed on the NOE and are not admitted due to filled seating capacity, you will be offered one of the following options:**

- **You will be rescheduled for an available session that is convenient for you; or**
- **if filing for a written version of the exam is in progress, you will be provided with information about applying for that exam.**

The option that you will be offered will be based on the needs of the hiring agency and will be discussed with you at the Computerized Testing Center.

You may attend only one test session for Exam. No. 8331. If you attend more than one session, 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 cellular phones, beepers, pagers, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. 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 using these devices, you may be disqualified.

Test times and dates are subject to change.

The Notice of Examination is amended to extend filing and testing, which began on May 1, 2009, through the month of July 2009.

WHAT THE JOB INVOLVES: Correction Officers, under supervision, maintain security within correctional facilities and are responsible for the custody, control, care, job training and work performance of inmates in detention and sentenced correctional facilities. They supervise inmate meals, visits, recreational programs, and other congregate activities; inspect assigned areas for conditions which threaten safety and security; conduct searches in order to detect contraband; complete forms and reports; maintain appropriate log books; communicate with other area Correction Officers to exchange pertinent information; issue verbal orders, announcements and explanations to inmates; observe inmates and make recommendations concerning medical and/or psychiatric referrals; safeguard Departmental supplies and equipment; escort inmates within and outside of the facility including their transportation in Departmental vehicles; respond to unusual incidents and disturbances; enforce security procedures in accordance with Department guidelines; request medical assistance for inmates when necessary; count and verify the number of inmates present in assigned areas; verify identification of inmates; supervise inmates of either sex; operate a motor vehicle; and perform related work.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Some of the physical activities performed by Correction Officers and environmental conditions experienced are: standing for up to 8½ hours continuously; walking up several flights of stairs; using physical force to break up fights; when assigned a double tour, working 17 hours continuously; working outdoors in all kinds of weather; lifting heavy objects; moving heavy items; being exposed to fumes from disinfectants and sanitary supplies; wearing bullet-resistant or radiation protective vest; being subjected to close contact with inmates; responding to smoke/fire conditions which may require wearing turn-out gear such as boots, gloves, coats and using a 25 lb. Scott Air pack (Self Contained Breathing Apparatus), when necessary.

Special Working Conditions: Correction Officers are required to change tours or work overtime, and to work rotating tours and shifts including nights, Saturdays, Sundays, and holidays.

(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 $35,000 per annum. Incumbents will receive salary increments reaching $68,475 per annum at the completion of five years employment. There is an annual uniform allowance of $1,100, holiday pay of $1,476 increasing to $3,051 after five and one half years of service, contributions by the City to Welfare and Annuity Fund and City-paid health insurance. In addition, after 5, 10, 15, and 20 years of service, incumbents receive $3,859, $4,859, $5,859, and $6,859, respectively, in addition to base salary as longevity. All rates are subject to change.

HOW TO APPLY: You will receive an exam Application Form and filing instructions for Exam. No. 8331 when you arrive at the 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 Center, it means that testing will be administered as scheduled for that day.

If you believe you meet the requirements in the "How to Qualify" section, you must fill out an application form which will be made available at the Computerized Testing Center on the day of the test. The application form must be completed at the test site and returned to DCAS personnel **at the test site prior to the administration of the test.**

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 complete your Application for Examination.

You may 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 the time you are appointed to this position, you must have:

1. successfully completed 39 semester credits at an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA). In addition, you must complete an additional 21 semester credits, which may be satisfied by successful completion of Academy training, to total 60 semester credits by the end of Academy training; or

2. a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization, and have completed two years of honorable full-time U.S. military service; or

3. a four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization, and two years of full-time experience (a) in positions classified as Police Officers pursuant to Section 1.20, subd. 34, of the NYS Criminal Procedure Law, or (b) in positions classified as Peace Officers pursuant to Section 2.10 of the NYS Criminal Procedure Law, or (c) in positions requiring Special Patrolman designation, or (d) in positions in Federal law enforcement or law enforcement in other states or municipalities with status or designations equivalent to (a), (b), or (c) above.

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 Department of Correction during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Minimum Age Requirement: You must be at least 17½ years of age by the last date of the application period to take the examination. Additionally, you must have attained age 21 to be appointed as a Correction Officer. If you are too young for appointment on the date the list is terminated, you will have no further opportunity for appointment from this list.

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) conviction of a felony; (b) conviction of any offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (c) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (d) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (e) dishonorable discharge from the Armed Forces; (f) conviction for petit larceny and (g) conviction for domestic violence.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Correction Officer. You will be examined to determine whether you can perform the essential functions of the position of Correction Officer. Additionally, you will be expected to continue to perform the essential functions of the position of Correction Officer throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. 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.

Physical Testing: Physical standards have been established for the position of Correction Officer. You must pass a qualifying physical test, and may be required to undergo periodic physical testing throughout your career.

Drug Testing: You must pass a drug screening prior to appointment as part of a pre-employment screening process. Additionally, as a probationary Correction Officer, you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment or promotion. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC Department of Correction are expected to conform their behavior to this policy well before they begin the application process.

Residency Requirement: The New York State Public Officers Law requires that at the date of appointment, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement: You must be able to understand and be understood in English.

Citizenship: United States citizenship is required at the time of appointment.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and 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 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 is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

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 of 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:

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $75.00 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 of 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 documents required for investigation will be cause for disqualification.

Firearms Qualifications: You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

Probationary Period: The probationary period is 24 months. As part of the probationary period, you will be required to successfully complete a prescribed training course. If you fail to successfully complete such training course, you will be terminated by the agency head.

Promotion Opportunities: Employees in the title of Correction Officer are accorded the opportunity to be promoted to the title of Captain (Correction) and, from that title, to Warden (Correction) at several assignment levels.

Special Test Accommodations: If you plan to request special testing accommodations due to disability, you must notify the Examining Service Section at (212) 669-7280 from 10:00 a.m. to 2:00 p.m. (New York time) at least five business days before the date of the 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 in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70410; Correction Service.

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