



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

MEDIA SERVICES TECHNICIAN

Exam. No. 0132

WHEN TO APPLY: From: June 2, 2010
To: June 22, 2010

APPLICATION FEE: \$35.00
Payable by mail by money order to DCAS (Exams) or
payable online by credit card, bank card, or debit
card.

WHAT THE JOB INVOLVES: Media Services Technicians, under supervision or direction, perform technical work of varying degrees of difficulty in the set-up, operation, training, maintenance and repair of digital, audio-visual, video production, DVD, computer system, digital photography, presentation, recording, projection, duplication, and related broadcast production equipment in a shop, studio or in the field. Media Services Technicians may transport equipment for on-site use or shop repair, as well as operate a motor vehicle for such purposes. Additionally, in assignments to District Attorney Offices, Media Services Technicians prepare evidence for courtroom needs by means of forensic analysis including but not limited to recovery, examination, evaluation, comparison, and presentation of various media sources, and testify in court. All Media Services Technicians perform related work.

Special Working Conditions: In the District Attorney Offices, employees are required to work 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 \$33,510 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level(s) at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, 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. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 and you will not receive a score.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about 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 you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A baccalaureate degree from 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), including or supplemented by 24 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production; or
2. An associate degree from 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) including or supplemented by 12 semester credits in one or a combination of the following areas of study: electronics technology, television production, broadcast communications, film production, audio production, still photography, graphic arts or in a related field **and** one year of satisfactory full-time experience operating, maintaining, and repairing audio-visual, video and related broadcast production equipment; or
3. A certificate or diploma in electronics or another area of study described in "2" above from an accredited vocational or technical high school, approved by a State's Department of Education or a recognized accrediting organization **and** two years of satisfactory full-time experience as described in "2" above; or
4. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, **and** three years of satisfactory full-time experience as described in "2" above; or
5. A combination of education and/or experience equivalent to "1", "2", "3", or "4" above. However, all candidates must have a four-year high school diploma or its educational equivalent. Two years of certified experience as a member of a high school audio-visual squad, or one year of work-study experience in an approved NYC Department of Education program which included work with audio-visual or related electronic equipment, may be substituted for six months of the experience described in "2" above. College education above an associate degree including the 12 specialty credits, but less than a baccalaureate degree including the 24 specialty credits, can be substituted for experience on the following basis: 5 college credits including 1 specialty credit, can be substituted for 1 month of experience.

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. This license must be maintained for the duration of your employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-20, 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.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections **A.1 (if applicable), A.2, A.3 (if applicable), A.4 (if applicable), A.5 (if applicable), A.6 (if applicable), and B (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. **Note:** If you intend to qualify with a Baccalaureate degree under Item (1) or an Associate's degree under Item (2) of the Education and Experience Requirements on Page 2, ask the evaluation service for a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. If you intend to qualify with a certificate or diploma under Item (3) or a high school diploma under Item (4), ask for a "document-by-document" evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

1. For satisfactory full-time experience acquired within the last 10 years operating and maintaining video tape or digital editing systems in a studio or field setting **or** repairing audio-visual, video and related broadcast production equipment, such as VCRs, DVD players, computers, public address systems, production lighting, audio cassette recorders, video monitors, and video, slide and overhead projectors, you will receive an additional:
 - (A) 10 points for at least 1 year but less than 3 years of experience; or
 - (B) 20 points for at least 3 years but less than 5 years of experience; or
 - (C) 30 points for 5 or more years of experience.
2. For satisfactory full-time experience acquired within the last 10 years operating and maintaining audio-visual, video and related broadcast production equipment **other than** video tape or digital editing systems, you will receive an additional:
 - (A) 5 points for at least 1 year but less than 3 years of experience; or
 - (B) 10 points for at least 3 years but less than 5 years of experience; or
 - (C) 15 points for 5 or more years of experience.
3. For graduate credits completed 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 the electronic, production or broadcast field, you will receive an additional:
 - (A) 1 point for between 1 and 10 credits; or
 - (B) 2 points for between 11 and 20 credits; or
 - (C) 3 points for between 21 and 30 credits

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and/or experience used to meet the minimum requirements cannot be used to gain additional credit.**

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience 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:

Application Receipt: **If you applied online**, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. **If you applied by mail**, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 90622; Photographic Occupational Group, Group B Occupational Sub-Group

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