



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

MICHAEL R. BLOOMBERG
 Mayor

DONALD P. BROSEN
 Acting Commissioner

NOTICE OF EXAMINATION

MOTOR VEHICLE OPERATOR

Exam No. 1006

WHEN TO APPLY: From: September 1, 2010 To: September 21, 2010 **APPLICATION FEE: \$35.00**
 Payable by mail by money order to D.C.A.S. (EXAMS), or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 18, 2010.**

WHAT THE JOB INVOLVES: Motor Vehicle Operators, under supervision, operate motor vehicles such as passenger cars, ambulances, vans, hearses, trucks, wreckers, forklifts, tractor-trailer trucks and sign-erecting trucks. In a small garage, they may dispatch personnel, motor vehicles and equipment. Motor Vehicle Operators may drive a truck carrying employees and material to and from work locations or act as a chauffeur for an official. Motor Vehicle Operators check the tires, oil and fuel of the vehicle, replenish fluids as needed, and check to see that the lights, horn and brakes appear to be operating properly. They change tires or wheels; assist in the loading and unloading of materials, equipment and passengers; transport collectors and cases of coin boxes to and from collection areas; operate motorized equipment that is mounted on, or transported by, the vehicle; are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle; prepare trip reports; and perform related work. In the Police Department, they may operate vehicles which transport inmates to and from detention facilities, police stations and court locations. In the Office of the Chief Medical Examiner, they may transport physicians, medicolegal investigators or other passengers to and from death scenes. Employees in this title may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Motor Vehicle Operators and environmental conditions experienced are: driving in all kinds of traffic and weather conditions; bending; lifting and loading small packages up to 50 lbs.; changing tires; sitting for long periods of time; and using hand trucks.

(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 \$33,695 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the “How to Qualify” section, you must submit an application using one of the following options:

- Online at the DCAS website:** Go to the Online Applications 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.
- By mail:** Fill out an “Application for Examination” form and return the completed form to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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 you 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: There are no formal education or experience requirements.

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. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Motor Vehicle Operator. Candidates will be examined to determine whether they can perform the essential functions of the position of Motor Vehicle Operator. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: 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: Candidates 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.

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.

THE TEST: You will be given a multiple-choice test. 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 on: rules of the road; defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms; solving problems with basic arithmetic operations; vehicle readiness check, basic equipment check and related safety procedures; planning travel routes; delivery and pickup procedures; loading and unloading procedures; and other related areas.

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

Written Comprehension is the ability to understand written sentences and paragraphs.

Written Expression is the ability to use English words or sentences in writing so that others will understand.

Memorization is the ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity is the ability 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.

Information Ordering is the ability to correctly follow a rule or set of rules 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.

Deductive Reasoning is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

Spatial Orientation is the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you.

Time Sharing is the ability to shift back and forth between two or more sources of information.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

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:

Selective Certification for Commercial Driver License: If you possess a Class A, B or C Commercial Driver License valid in the State of New York, or a combination of these licenses, or you possess a valid New York State Learner's Permit for a Class A, B or C Commercial Driver License, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B or C Commercial Driver License (CDL) for the duration of your employment. There may be certain age requirements to obtain these licenses. A candidate with a Learner's Permit must obtain the appropriate Driver License within three months from the date of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Alcohol Screening Requirement (For Commercial Driver License Selective Certification only): You must pass an alcohol screening in order to be appointed.

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 Applications 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. 91212; Motor Vehicle Occupational Group

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