NOTICE OF EXAMINATION

ASSISTANT CITY ASSESSOR
Exam No. 7024

WHEN TO APPLY: From: April 5, 2017 To: April 25, 2017
APPLICATION FEE: $54.00
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Assistant City Assessors, under direct supervision, are trained in and perform the collection of data and information and assist in determining the value of real properties for tax purposes. Assistant City Assessors assist City Assessors in the physical inspection of real property; take measurements and write descriptions of real property; assist City Assessors in field investigations relating to applications and exemptions; obtain pertinent data regarding property, values, and transactions from owners, lessors and lessees, superintendents or other building representatives, brokers, pertinent publications, other departments of government, etc.; check on the continued use of exempt properties; read maps and building plans, make simple title searches, do computations and perform other related analytical and technical work; and prepare timely reports and maintain detailed records, as required. All Assistant City Assessors perform related work.

Some of the physical activities performed by Assistant City Assessors and environmental conditions experienced are: walking to and from property valuation sites; climbing stairs to get to areas to be valued; standing for extended periods of time; bending and stooping during inspections; working in confined areas; communicating orally; carrying tablets, notepads, tax maps, calculators, cameras and a measuring wheel; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 $38,467 per annum. This rate is subject to change. There are two 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 at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**
- 2 Lafayette Street
- 17th Floor
- New York, NY 10007

**Brooklyn**
- 210 Joralemon Street
- 4th Floor
- Brooklyn, NY 11201

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (April 25, 2017). If you have any questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

**Special Circumstances Guide:** This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** This is a computer-based Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. 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.

**Education and Experience Requirements:**

1. A baccalaureate degree or higher from an accredited college or university; or
2. An associate degree from an accredited college or university or sixty (60) semester credits from an accredited college or university, and one (1) year of full-time satisfactory experience in real estate work involving the valuation of real property; or
3. A four-year high school diploma or its educational equivalent and two (2) years of full-time satisfactory experience in real estate work involving the valuation of real property; or
4. Education and/or experience equivalent to “1” or “2” or “3” above; however, all candidates must have a high school diploma or its educational equivalent. College credit listed in “2” above may be substituted for experience on the basis of thirty (30) semester credits from an accredited college or university for six (6) months of the experience described in “2” above.

The education requirement must be met by June 30, 2017. The experience requirement must be met by the last day of the Application Period (April 25, 2017).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (April 25, 2017) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (April 25, 2017). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will not be able to submit new or additional information about your education and experience online.

In order to receive credit for satisfactory experience performing real estate work involving the valuation of real property as described above, for each employment you must have performed at least six (6) of the tasks listed in the Assistant City Assessor Task Inventory. (For more information see Item #3C in the Special Insert: Guide for Completing the Online Examination at the end of this document.)

**Assistant City Assessor Task Inventory**

<table>
<thead>
<tr>
<th>Task Category #</th>
<th>Task Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100.0000</td>
<td>Performs real estate work involving the valuation of real property. (11 Tasks)</td>
</tr>
<tr>
<td>0100.0001</td>
<td>Physically inspects commercial, industrial and residential real estate parcels in all building classes to gather information relevant to the assessment, such as use and physical condition.</td>
</tr>
<tr>
<td>0100.0002</td>
<td>Collects relevant data regarding property, values and transactions from: owners; lessors and lessees; superintendents or other building representatives such as brokers; relevant publications; or other departments of the government.</td>
</tr>
<tr>
<td>0100.0003</td>
<td>Interprets maps (for example, tax maps and digital maps), surveys, building plans, property deeds, construction drawings, etc.</td>
</tr>
<tr>
<td>0100.0004</td>
<td>Utilizes measuring tools such as a tape measure and wheel, as well as different technologies such as lasers and pichtometry, to obtain measurements of properties, and make arithmetic calculations of land areas and the floor areas of structures.</td>
</tr>
</tbody>
</table>
Exam No. 7024 - Page 3

0100.0005 Takes photos of properties, and documents updates to properties with information relevant to the assessment, such as physical construction activity, building activity, alterations, new constructions, vacancies, demolitions and work stoppages.

0100.0006 Assists assessors in determining issues involving full or partial exemptions from taxation, such as construction or use, and reviews, researches and processes new and renewal commercial/residential/personal exemption and abatement applications by using standard operating policy and procedures.

0100.0007 Researches property data and ownership records using various databases, for example, BIS, FairTax, VISION, ACRIS and web searches.

0100.0008 Determines the status and progress of building construction on various dates (for example, taxable status date) for assessment purposes.

0100.0009 Under supervision, updates appropriate computer files with information necessary to determine correct tax class, building class and square footage and maintains and updates descriptive building information in the computer.

0100.0010 Processes paperwork, keeps records (for example, comparable and physical) and writes descriptions of properties, and prepares timely reports (for example, inspection reports) based on data collected.

0100.0011 Communicates with owners, lessors, lessees, superintendents or other building representatives when conducting site visits, and answers questions from the public about forms, policies and property assessments via telephone, e-mail or in-person at information centers.

You will not receive credit for education which you obtain after June 30, 2017 or experience which you obtain after the end of the Application Period.

Residency Requirement Advisory: 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: 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 INFORMATION:

1. Affirmation Form: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.

2. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination): 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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "document-by-document (general)" 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. (For more information, see Item #3A (ii) in the Special Insert: Guide for Completing the Online Examination at the end of this document.)

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 additional credit up to a maximum of 100 points on the following basis:

Designation, Certification, or License in real estate assessing or appraising:

If you have a designation, certification, or license in real estate assessing or appraising from a regionally and/or nationally recognized assessing, appraising or licensing organization or institution, you will receive an additional 12 points.

(For more information, see Item #3D in the Special Insert: Guide for Completing the Online Examination at the end of this document.)

Experience:

If you have satisfactory full-time experience performing real estate work involving the valuation of real property for: You will receive:

<table>
<thead>
<tr>
<th>Experience</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1 year but less than 2 years</td>
<td>6 points</td>
</tr>
<tr>
<td>At least 2 years but less than 3 years</td>
<td>12 points</td>
</tr>
<tr>
<td>At least 3 years but less than 4 years</td>
<td>18 points</td>
</tr>
<tr>
<td>At least 4 years but less than 5 years</td>
<td>24 points</td>
</tr>
<tr>
<td>5 or more years</td>
<td>30 points</td>
</tr>
</tbody>
</table>

In order to receive credit for satisfactory experience performing real estate work involving the valuation of real property as described on page 2, for each employment you must have performed at least six (6) of the tasks listed in the Assistant City Assessor Task Inventory shown in the How to Qualify section on page 2.
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.

Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant designation(s), certification(s) or license(s) and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (April 25, 2017) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (April 25, 2017). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will not be able to submit new or additional information about your designation(s), certification(s) or license(s), and/or experience online.

You will not receive credit for designation(s), certification(s), license(s), and experience which you obtain after the end of the Application Period (April 25, 2017), or education which you obtain after June 30, 2017.

The designation(s), certification(s), license(s) and experience requirements must be met by the last day of the Application Period (April 25, 2017).

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Investigation:** This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a $87.00 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 a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**Application Receipt:** 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. You will also be mailed an acknowledgment letter within three months of the last day of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 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.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

---

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form and payment of fee
- Education Level
- Education (College or University Credits)
- Employment/Work Experience
- Licenses, Certificates, and/or Registrations
- Survey

There are detailed instructions online for each of the sections, so make sure that you read those instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and
1. Prior to Applying for the Examination: This examination requires all candidates to meet the Education and Experience Requirements listed in the How To Qualify section on page 2 of this Notice of Examination (NOE). All candidates must meet the following requirements:

   i. A baccalaureate degree or higher from an accredited college or university; or
   
   ii. An associate degree from an accredited college or university or sixty (60) semester credits from an accredited college or university, and one (1) year of full-time satisfactory experience in real estate work involving the valuation of real property; or
   
   iii. A four-year high school diploma or its educational equivalent and two (2) years of full-time satisfactory experience in real estate work involving the valuation of real property; or
   
   iv. Education and/or experience equivalent to “i” or “ii”, or “iii” above; however, all candidates must have a high school diploma or its educational equivalent. College credit listed in “ii” above may be substituted for experience on the basis of thirty (30) semester credits from an accredited college or university for six (6) months of the experience described in “ii” above.

   If you do not meet the Education and Experience Requirements, you will be found NOT QUALIFIED and your application fee will not be refunded.

2. Completing the APPLICATION: You must complete the application and examination by midnight, Eastern time, of the last day of the application period. Your application is not complete until you pay the Application Fee. If you do not complete your application, which includes payment of the application fee, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the Online Education and Experience Test, where you may save your education and experience.

3. Completing the Online Education and Experience Test:

   A. Completing the EDUCATION LEVEL section:
      
      (i) For each degree and/or diploma you select, you must fill out the information requested.

      (ii) If you were educated in a foreign country, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from the last day of the application period. An acceptable foreign education evaluation must include your full social security number printed on it and must be submitted for experience on the basis of thirty (30) semester credits from an accredited college or university for six (6) months of the experience described in “ii” above.

      If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you NOT QUALIFIED.

   B. Completing the EDUCATION (COLLEGE OR UNIVERSITY CREDITS) section: If you wish to claim college or university credits you earned or will earn by June 30, 2017 to meet the second minimum requirement or to be substituted for experience, enter the number of credits you completed for each college or university that you attended.

   If any of the semester credits claimed were gained in a foreign country, see “3A(ii)” above.

   C. Completing the EMPLOYMENT/WORK EXPERIENCE section: For each job you list you must fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

   - 35 hours per week or more = 100%
   - 34 hours per week or less will be pro-rated as a percentage of a 35 hour work week

   For each job, you must select the tasks you performed from the tasks listed in the drop-down menu.

   In order to receive credit for your experience, you must select at least six (6) tasks from the tasks listed under Task Category #0100.0000. For example, if you select five (5) or fewer tasks from Task Category #0100.0000, the job will not receive credit.

   D. Completing the LICENSES, CERTIFICATES, AND/OR REGISTRATIONS section: Fill out the information requested. Under the Licenses, Certificates, and/or Registrations section, select a designation, certificate and/or license from the drop-down menu and fill out in detail all of the information requested. On the line labeled Date Issued you must enter the date your designation, certificate and/or license was issued. You will not receive credit for designation(s), certificate(s) and/or license(s) which you obtain after the end of the Application Period (April 25, 2017).

---

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 at nyc.gov/dcas and at DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 40201; Tax Assessing Occupational Group

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